



*Denise Robbins, ARM-P*  
*Risk Manager*

### **REQUEST FOR INFORMATION CLAIMS HANDLING TPA – WORKERS' COMPENSATION & LIABILITY**

April 1, 2021

Dear Sir or Madame:

The County of Buncombe is developing a Request for Proposal for a third party administrator specializing in claims administration services to support the County's self-insured workers' compensation and liability programs. The RFP is tentatively scheduled to go out June 1, 2021.

Currently, the County's workers' compensation/employers liability and package liability excess carrier is Safety National Casualty Company/Safety Specialty Insurance Company. The TPA services will run concurrently with the excess carrier's policy date of October 14, 2021.

The TPA must be able to adjust both workers' compensation/employers liability and liability claims to include auto liability, general liability, law enforcement liability, and professional liability claims.

The TPA must be authorized to do business in North Carolina. The TPA must also be acceptable to the current excess carrier and any other excess carriers during the contract term.

If your firm is interested in receiving the upcoming RFP, please provide an email response to: [denise.robbsins@buncombecounty.org](mailto:denise.robbsins@buncombecounty.org) and answer the following:

1. Provide your contact information, including email address, to receive the RFP.
2. Employee count, classification and payroll information will be included. Please indicate what other employee census information you would find helpful for the County to include in the RFP.
3. The County's five year loss and claim history will be included in the RFP. Indicate any specific claim or other loss information you would find helpful for the County to include in the RFP.

To be considered in the bid process, I must receive your response to this Request for Information by 3:00 p.m. April 30, 2021. Those who have not responded by this deadline will not receive the RFP.

If you have questions, please feel free to email me or contact me at 828-250-4185.

Sincerely,  
Denise Robbins, ARM-P  
Risk Manager

