



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 24-11669-C
FOR
Worker's Compensation Claims Administration Services
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "A"
10/22/2024

Dear Proposer:

An updated schedule is attached.

Proposals/bids due date has changed from October 29, 2024 to must be received no later than 2:00 pm, on November 26, 2024. All responses should be sent via email to Solicitations@berkeleyca.gov and have "**Worker's Compensation Claims Administration Services**" and **Specification No. 24-11669-C** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Clay Stilwell
General Services Manager

Addendum “A”

Questions and Answers for Specification No.24-11669-C Worker’s Compensation Claims Administration Services

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 24-11669-C, Worker’s Compensation Claims Administration Services**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

Updated SCHEDULE (Dates are subject to change)

- Issue RFP to Potential Bidders: October 3, 2024
- Questions Due October 15, 2024
- Proposals Due from Potential Bidders ~~October 29, 2024~~[November 26, 2024](#)
- Complete Selection Process ~~November 19, 2024~~[January 3, 2025](#)
- Council Approval of Contract (over \$50k) ~~December 10, 2024~~[February 11, 2025](#)
- Award of Contract ~~December 11, 2024~~[February 12, 2025](#)
- Sign and Process Contract ~~March 1, 2025~~[April 1, 2025](#)
- Notice to Proceed ~~March 1, 2025~~[April 1, 2025](#)

Except as provided herein all other terms and conditions remain unchanged.