



**CITY OF O'FALLON, MISSOURI**  
***PURCHASING DEPARTMENT***

100 North Main Street  
O'Fallon, MO 63366  
T: (636) 379-5527

RFP NUMBER:	26-032	RFP ISSUE DATE:	04/24/2026
RFP DESCRIPTION:	THIRD PARTY ADMINISTRATOR SERVICES		
RFP OPENING DATE:	05/19/2026	RFP OPENING TIME:	12:00 P.M. CDT

May 6, 2026

**ADDENDUM #2**

The purpose of this addendum is to provide additional information to respondents. The time period for questions is closed.

Due to website constraints and the format of the document, in order to receive our 5 Year Loss Run, please email Christine Grabin at [CGrabin@ofallonmo.gov](mailto:CGrabin@ofallonmo.gov).

Also, please find attached our current fee schedule.

**Reminder:**

The due date and remains the same for this project. This is to remind all bidders that sealed proposals for RFP #26-032 TPA ADMINISTRATOR SERVICES must be submitted by 12:00 P.M. CDT, May 19, 2026, to:

Christine Grabin, Purchasing Agent  
City of O'Fallon, Missouri  
100 North Main Street  
O'Fallon, Missouri 63366

Addendum information will be available over the Internet at [www.ofallonmo.gov](http://www.ofallonmo.gov). Adobe Acrobat® Reader may be required to view this document. We strongly suggest that you check for any addenda a minimum forty-eight hours (48) in advance of the bid deadline. Due to revisions, the bidders must acknowledge the Addendum(s) on the bid form.

END OF ADDENDUM #2

**Attachment: Current Fee Schedule**

## Current Fee Schedule

**Claim Service Fee.** Client shall pay to BSAI a claims service fee (“Service Fee”) according to the schedule below.

<b>Standard Services</b>	<b>Year 1</b>	
WC Indemnity Claim (per claim)	\$1,030.00	
WC Medical Only Claim (per claim)	\$170.00	
WC Information Only (per claim)	\$60.00	
General Liability Claim (per claim)	\$930.00	
Property Liability Claim (per claim)	\$930.00	
Property Claims Above \$250,000 Total Incurred		\$95.00 per hour plus expense
Auto Liability (per claim)	\$930.00	
System Fee (view only annual) 24/7 system access		Up to 4 users free, \$500.00 annually per each add'l user
 <b>Other</b>		
Loss Control Fee (per hour plus expense)	\$185.00	
All Medical Bill Review PPO Savings (% of savings)	28%	
All Pharmaceutical Bill Review Savings (% of savings)	28%	
All Other Savings (% of savings)	28%	
CMS Reporting (annual)	\$5,105.00	
Subsequent Claim Fee after 3 yrs. (per claim)	\$000.00	



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May 5, 2026

**ADDENDUM #1**

The purpose of this addendum is to address all questions received on or before 05/01/2026 at 12:00 PM. The time period for questions is closed.

**Questions:**

1. When is the targeted “go-live” date, or the date in which the City plans to transition to the new TPA?

Answer: The City would like to transition to a new TPA effective July 1 if at all possible.

**Reminder:**

The due date and remains the same for this project. This is to remind all bidders that sealed proposals for RFP #26-032 TPA ADMINISTRATOR SERVICES must be submitted by 12:00 P.M. CDT, May 19, 2026, to:

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END OF ADDENDUM #1