

**PROJECT INFORMATION**

Whatcom Transportation Authority (WTA) is seeking an experienced workers’ compensation consulting service to assist with Washington State Department of Labor and Industry (WSLNI) claims management and reporting, loss control, legal representation, training, and safety.

WTA is a Public Transportation Benefit Area (PTBA), defined by RCW 36.57A, providing fixed route and paratransit service throughout Whatcom County, Washington and to neighboring Skagit County. WTA has 291 employees, with most represented by Amalgamated Transit Union, Local 843. The current collective bargaining agreement expired December 30, 2022 and is currently being negotiated.

Employees are categorized as follows:

<b>Employee Category</b>	<b>Count</b>
Full-time Employees	290
Part-time Employees	1
Breakdown of Employees 291	
Represented by ATU	248
Non-Represented	43
Represented vs. Non Total 291	
Transit Operators (WC Class 1501)	183
Fleet & Facilities (WC Class 1501)	37
Administrative Staff (WC Class 5306)	71
Classification Total 291	

WTA participates in the Washington State Labor and Industries (WSLNI) Workers’ Compensation program. WTA’s annual premium paid to Department of Labor & Industries in 2022 was approximately \$450,000.

Proposers are responsible for reviewing the Premiums Paid at Experience Factor vs. Base Rate and Individual Claim Costs attached on the Proposer Checklist.

**SCOPE OF WORK**

The services will include:

**Claims Services**

Administration and monitoring of Workers’ Comp claims:

1. Manage all existing open claims as well as new claims
  - a. WTA has 8 open claims as of this purchase request.

<b>#</b>	<b>Date</b>	<b>Type</b>
1	4/2/2022	Time Loss & Medical
2	4/25/2022	Medical Only
3	7/18/2022	Time Loss & Medical
4	8/29/2022	Medical

5	10/3/2022	Medical Only
6	11/28/2022	Undetermined
7	12/17/2022	Undetermined
6	12/27/2022	Medical at this time

2. Monitor and ensure timely and proper filing of all claims, claim processing, and resolution.
3. Coordinate claim subrogation, when applicable.
4. Monitor WSLNI activities and appeals.
5. Obtain needed claim information from:
  - a. WSLNI
  - b. Claimant physicians
  - c. Vocational counselors
  - d. Other providers, as engaged by WTA
6. Recommend and coordinate any investigations.
7. Coordinate return-to-work readiness.
8. Assist in applying for Stay at Work program.
9. Evaluate claims for future actions including, but not limited to:
  - a. Protest WSLNI claims decisions
  - b. Advice or further action by legal counsel
10. Represent WTA in claims appeals.

Provide or sub-contract qualified legal counsel for assistance. WTA will be responsible for contracting directly with legal counsel in the event of litigation for any specific Labor and Industries claim.

### **Reporting**

Provide regular electronic reports or access to a secure portal with reports which shall include:

1. All open claims (provided quarterly at a minimum)
2. Employer claims history reports (provided quarterly at a minimum)
3. An annual report that includes the following activity, at a minimum:
  - a. Claims history summary
  - b. Claims costs
  - c. Experience factor evaluation
4. Additional reports as requested

