

Kansas City Area Transportation Authority  
Request for Proposals (RFP) G23-7023-38B

**Third-Party Administrator (TPA) Services for Vehicular Liability Claims,  
Workers' Compensation and General Claims; and Medical Bill Review Services**

Pre-Proposal Conference: June 7, 2023 @ 1:30 p.m.  
**via Microsoft Teams Meeting**

Microsoft Teams meeting:

**Join on your computer, mobile app, or room device:**

[Click here to join the meeting](#)

Meeting ID: 283 119 522 097

Passcode: WZaoSJ

[Download Teams](#) | [Join on the web](#)

**I. Introductions (Laura Anderson)**

*If your firm is participating via Teams, please complete the attached Sign-In Sheet and return to Laura Anderson, [landerson@kcata.org](mailto:landerson@kcata.org).*

**II. Overview of Project Intent, Goals, Objectives (Patrick Hurley)**

**III. Minority & Woman Owned Business Enterprises (M/WBE) (Civil Rights Team)**

A Minority/Woman-Owned Business Enterprise (M/WBE) goal was not established for this project. However, certified MBE and WBE firms are encouraged to submit proposals as prime contractors, subcontractors, or as a joint venture.

**IV. Procurement Schedule (Laura Anderson)**

RFP Advertised and Issued .....	June 1, 2023
Pre-Proposal Conference .....	June 7, 2023
Questions, Comments and Requests for Clarifications Due to KCATA .....	June 13, 2023 2:00 p.m. CST
KCATA's Response to Questions, Comments and Requests for Clarification .....	June 15, 2023
RFP Closing .....	June 29, 2023 2:00 p.m. CST
Evaluations/Interviews (Tentative and if required) .....	July 6-10, 2023
Contract Award/Notice to Proceed (Anticipated).....	July 2023

**V. Project Documents (Laura Anderson)**

Project Name	Third Party Administrator for Vehicular Liability, Workers' Compensation and General Liability Claims; and Medical Review Services
Project Number	G23-7023-38B
Site URL	<a href="https://kcata.sharepoint.com/sites/FTP/pro/tpasvlc/SitePages/Home.aspx">https://kcata.sharepoint.com/sites/FTP/pro/tpasvlc/SitePages/Home.aspx</a>
Bidder Email	<a href="mailto:Bid_G23-7023-38B@kcata.org">Bid_G23-7023-38B@kcata.org</a>
Bidder Password	=bdzmT_b\$8 (Equals - bravo - delta - zulu - mike - TANGO - Underscore - bravo - Dollars - Eight)

**NOTE:** *This site is not compatible with Firefox or Safari browsers. After accessing the SharePoint site, you will be prompted for an email address; you must type in the email address that is provided here (not your own) – you cannot use the hyperlink. Please note the “underscore” in the email. The complete password is comprised of the highlighted portion above.*

**VI. Proposal Submissions / Required Forms (Laura Anderson)**

Proposal Submission Format – Page 23 (Section 4)  
Proposal Submittal Checklist – Page 34 (Attachment A)

**VII. Questions from Attendees on Procurement Process**

The verbalized responses to questions are non-binding and are intended for informational purposes only. Potential contractors or parties who have questions regarding the project must submit them in writing to Laura Anderson at [landerson@kcata.org](mailto:landerson@kcata.org).

**QUESTIONS ARE TO BE DIRECTED TO PROCUREMENT PERSONNEL ONLY**

*No person or entity submitting a proposal in response to this RFP, nor any officer, employee, agent, representative, relative or consultant representing such a person (or entity) may contact through any means or engage in any discussion concerning the award of this contract with any member of KCATA’s Board of Commissioners or any employee of KCATA (excluding Procurement staff) during the period beginning on the date of proposal issue and ending on the date of the selection of Contractor. Any such contact would be grounds for disqualification of the Proposer.*

**KANSAS CITY AREA TRANSPORTATION AUTHORITY**

**RFP #F23-7023-38B**

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Pre-Proposal Conference via Microsoft Teams ~ June 7, 2023 @ 1:30 PM

**SIGN-IN SHEET – PLEASE PRINT**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_ DBE? YES / NO

Type of Work: \_\_\_\_\_

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**RFP #F23-7023-38B – Third-Party Administrator (TPA) Services**

**SIGN-IN SHEET (CONTINUED) – PLEASE PRINT**

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