



ADDENDUM #1 - REVISED

DATE: April 4, 2025

TO: Prospective Proposers

RE: Addendum #1 to the Proposal Documents for a
Workers' Compensation Insurance Program
RFP #25-05

NOTICE TO PROPOSERS:

PROPOSAL DUE DATE CHANGE: Proposals are due by **Tuesday, April 22, 2025 @ 2:00 p.m. Central Daylight Time (CDT)** and will be opened and the names read publicly.

This Addendum forms a part of the Request for Proposal. Acknowledge receipt of this Addendum in the space provided on the Proposal Form. Failure to do so may subject Proposer to disqualification.

QUESTION #1: Does the TJC Foundation have employees? Is the Foundation to be included under this Workers' Compensation Plan? If yes, please provide the Federal Tax ID# for the Foundation.

ANSWER: The TJC Foundation does not have employees. Administrative services are provided by TJC employees.

QUESTION #2: Please provide estimated annual payroll for the 9/1/2025-2026 policy term by completing the table below.

ANSWER:

State	Code	Description	2025-2026 Payroll Estimates	# of Employees
TX	8868	School: Professional Employees	\$42,848,038	900
TX	8810	Clerical Office Employees NOC	\$3,220,433	393
TX	9101	College: All Other Employees & Drivers	\$1,915,870	50
LA	8868	School: Professional Employees	\$13,768	1
AR	8868	School: Professional Employees	\$17,020	1
CO	8868	School: Professional Employees		



QUESTION #3: If we write the insurance, who will be the contact person handling claims?

ANSWER: That would be an employee of the College in Human Resources. We will not give the individual's name at this time.

QUESTION #4: If we write the insurance, who will be the contact person for update payroll information and audits?

ANSWER: Same as #3.

QUESTION #5: Provide a loss run for the current policy term of 9/1/2024 to date.

ANSWER: (UPDATED attachment)

QUESTION #6: Provide the annual cost of the workers' compensation insurance for the past five (5) years.

ANSWER:

Policy Term	Estimated or Audited Premium
2024-2025	\$60,179
2023-2024	\$55,004
2022-2023	\$51,105
2021-2022	\$59,725
2020-2021	\$53,557
2019-2020	\$52,700

QUESTION #7: Does TJC have officers/marshals on staff? If so, please provide the payroll information for these employees as they have their own classification.

ANSWER: Yes. Law Enforcement payroll is included in 9101 College: All Other Employees. The 24/25 total payroll for all campus police personnel was \$961,445.



QUESTION #8: In regards to payroll, please provide the 24/25 payroll estimates broken out by classification codes (it's okay if it's not audited).

ANSWER:

State	Code	Description	2024-2025 Payroll Non-audited	# of Employees
TX	8868	School: Professional Employees	\$42,388,891	900
TX	8810	Clerical Office Employees NOC	\$3,183,062	393
TX	9101	College: All Other Employees & Drivers	\$1,892,218	50
LA	8868	School: Professional Employees	\$13,432	1
AR	8868	School: Professional Employees	\$16,605	1
CO	8868	School: Professional Employees		

QUESTION #9: Provide the number of campus locations.

ANSWER: TJC Main Campus – 1327 S. Baxter, Tyler, TX
TJC West Campus – 1530 SSW Loop 323, Tyler, TX
TJC Lindale – 75 Miranda Lambert Way, Lindale, TX
TJC Rusk – 805 N. Dickinson, #627, Rusk, TX
TJC Jacksonville – 501 S. Ragsdale, Jacksonville, TX

QUESTION #10: How are out-of-state remote workers currently covered with CAS? Will there be a need for coverage outside of Texas? If so, what states will be required?

ANSWER: Not sure. We do want the out-of-state instructors covered. They teach online courses and normally have one class per semester.

Arkansas – 2
Louisiana – 1
Colorado – 1
Wyoming – 1
Florida -1
Indiana - 1

QUESTION #11: Are all reported claims included in the loss runs provided?

ANSWER: Yes, to our knowledge.



QUESTION #12: Requesting payroll for 24/25 and proposed 25/26 (with law enforcement broken out).

ANSWER: See previous answers.

- 24/25 law enforcement payroll: \$973,463
- 25/26 estimated law enforcement payroll: \$985,632

QUESTION #13: Any aircraft or watercraft exposure?

ANSWER: No.

QUESTION #14: Does the College have a formal safety program in place?

ANSWER: TJC Campus Police and Risk Management, Emergency Preparedness and Institutional Safety departments manage a safety program that includes a dedicated 24-hour police presence on campus, cell phone emergency alert notifications, parking management, crisis management, emergency procedures, and other campus safety resources.

QUESTION #15: The RFP included wording that the College would not provide employee count by location. Can you provide all locations with greater than 200 employees? (This is a required excess carrier question)

ANSWER: TJC Main Campus and TJC West Campus.

End



Claims Administrative Services, Inc.

Our reputation for excellence is no accident. TM

Tyler Junior College

Worker's Compensation Claims

Claims Cost Detail

Policy Year

As of: 2/28/2025

Activity Period: 2/1/2025-2/28/2025

9/1/2024-8/31/2025

-----Totals as of 2/28/2025-----

ClaimNo/Sts	Claimant Name/ Occupation	Date of Injury	Report Date	Injury Type	Occ Code	Current Paid	Paid	Reserves	Incurred
24004022-C	Professional/ Admin	11/21/2024	11/21/2024	M-O	8868				
	No Physical Injury TO Upper Back Area : RECEIVED A PALLET OF PAPER, MOVING BOXES AROUND. THROUGHOUT THE MORNING, BACK BECAME PROGRESSIVELY MORE HURTFUL.								
	Lost Days:	0							
	Restricted Days:	0							
				IND		\$0.00	\$0.00	\$0.00	\$0.00
				MED		\$0.00	\$0.00	\$0.00	\$0.00
				LEG		\$0.00	\$0.00	\$0.00	\$0.00
				OTH		\$0.00	\$0.00	\$0.00	\$0.00
				RHB		\$0.00	\$0.00	\$0.00	\$0.00
				REC		\$0.00	\$0.00		\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00
25000583-O	Professional/ Admin	2/6/2025	2/10/2025	IND	8868				
	Multiple Physical Injuries Only TO Mult Body Parts : I WAS ATTENDING AN ADVANCED DEFENSIVE TACTICS INSTRUCTOR COURSE. ON FEBRUARY 6TH. I BEGAN TO FEEL DISCOMFORT AND PAIN IN MY LOWER BACK. THE CONDITION BECAME PROGRESSIVELY WORSE. IT BECAME SO PAINFUL THAT I WENT TO THE ABOVE LISTED EMERGENCY CARE.								
	Lost Days:	6							
	Restricted Days:	11							
				IND		\$0.00	\$0.00	\$750.00	\$750.00
				MED		\$0.00	\$0.00	\$6,450.00	\$6,450.00
				LEG		\$0.00	\$0.00	\$0.00	\$0.00
				OTH		\$0.00	\$0.00	\$30.00	\$30.00
				RHB		\$0.00	\$0.00	\$0.00	\$0.00
				REC		\$0.00	\$0.00		\$0.00
						\$0.00	\$0.00	\$7,230.00	\$7,230.00
24003729-O	Professional/ Admin	10/22/2024	10/22/2024	M-O	8868				
	Multiple Physical Injuries Only TO Skull : WARR ADVISED THAT SHE AND HER HUSBAND HAD A STOMACH BUG LAST NIGHT AND SHE DID NOT EAT ANYTHING. SHE PASSED OUT TWICE AND THE SECOND TIME SHE FELL AND HIT HER HEAD. SHE STARTED VOMITING AND WAS TRANSPORTED TO CHRISTUS BY AMBULANCE								
	Lost Days:	0							
	Restricted Days:	0							
				IND		\$0.00	\$0.00	\$0.00	\$0.00
				MED		\$0.00	\$645.76	\$3,504.24	\$4,150.00
				LEG		\$0.00	\$0.00	\$0.00	\$0.00
				OTH		\$0.00	\$0.00	\$0.00	\$0.00
				RHB		\$0.00	\$0.00	\$0.00	\$0.00
				REC		\$0.00	\$0.00		\$0.00
						\$0.00	\$645.76	\$3,504.24	\$4,150.00
Summary Total For: Tyler Junior College - 24-25									
Claim Count						IND	\$0.00	\$0.00	\$750.00
Open	2					MED	\$0.00	\$645.76	\$9,954.24
									\$10,600.00

Closed	1
Total	3

Total Lost Days: 6
TotalRestricted Days: 11

LEG	\$0.00	\$0.00	\$0.00	\$0.00
OTH	\$0.00	\$0.00	\$30.00	\$30.00
RHB	\$0.00	\$0.00	\$0.00	\$0.00
REC	\$0.00	\$0.00		\$0.00
	\$0.00	\$645.76	\$10,734.24	\$11,380.00

Summary Total For: Tyler Junior College

Claim Count	
Open	3
Closed	176
Total	179

Total Lost Days: 12
TotalRestricted Days: 14

IND	\$581.77	\$327,863.60	\$1,090.79	\$328,954.39
MED	\$2,282.31	\$1,089,226.46	\$14,975.31	\$1,104,201.77
LEG	\$0.00	\$5,256.93	\$0.00	\$5,256.93
OTH	\$0.00	\$78.29	\$30.00	\$108.29
RHB	\$0.00	\$0.00	\$0.00	\$0.00
REC	\$0.00	(\$4,939.50)		(\$4,939.50)
	\$2,864.08	\$1,417,485.78	\$16,096.10	\$1,433,581.88