



**ADDENDUM #1**

**DATE:** March 26, 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: (Attached)

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

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# Claims Administrative Services, Inc.

Our reputation for excellence is no accident.™

## 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

9/1/1990-8/31/1991

-----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
91000010-C	All Others Laceration (Cut or Tear) TO Hand :	3/1/1991	3/1/1991	M-O	9101				
	Lost Days: 0								
	Restricted Days: 0								
					IND	\$0.00	\$0.00	\$0.00	\$0.00
					MED	\$0.00	\$191.95	\$0.00	\$191.95
					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
						<b>\$0.00</b>	<b>\$191.95</b>	<b>\$0.00</b>	<b>\$191.95</b>
91000012-C	All Others All Other Specific Injuries, NOC TO Hand :	5/1/1991	5/27/1991	M-O	9101				
	Lost Days: 0								
	Restricted Days: 0								
					IND	\$0.00	\$0.00	\$0.00	\$0.00
					MED	\$0.00	\$35.00	\$0.00	\$35.00
					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
						<b>\$0.00</b>	<b>\$35.00</b>	<b>\$0.00</b>	<b>\$35.00</b>
91000013-C	All Others Laceration (Cut or Tear) TO Thumb :	8/9/1991	8/9/1991	M-O	9101				
	Lost Days: 0								
	Restricted Days: 0								
					IND	\$0.00	\$0.00	\$0.00	\$0.00
					MED	\$0.00	\$184.00	\$0.00	\$184.00
					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
						<b>\$0.00</b>	<b>\$184.00</b>	<b>\$0.00</b>	<b>\$184.00</b>
91000002-C	Clerical Contusion (Bruise) TO Mult Body Parts :	1/28/1991	1/28/1991	M-O	8810				
	Lost Days: 0								
	Restricted Days: 0								
					IND	\$0.00	\$0.00	\$0.00	\$0.00
					MED	\$0.00	\$87.00	\$0.00	\$87.00
					LEG	\$0.00	\$0.00	\$0.00	\$0.00
					OTH	\$0.00	\$0.00	\$0.00	\$0.00

91000009-C 1/18/1991 1/18/1991 M-O 9101  
 All Others  
 Strain or Tear (Overstretch or overuse) TO Mult Body Parts :

Lost Days: 0  
 Restricted Days: 0

RHB	\$0.00	\$0.00	\$0.00	\$0.00
REC	\$0.00	\$0.00		\$0.00
	\$0.00	\$87.00	\$0.00	\$87.00

IND	\$0.00	\$0.00	\$0.00	\$0.00
MED	\$0.00	\$1,009.00	\$0.00	\$1,009.00
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	\$1,009.00	\$0.00	\$1,009.00

91000017-C 6/7/1991 6/8/1991 M-O 9101  
 All Others  
 Contusion (Bruise) TO Ankle :

Lost Days: 0  
 Restricted Days: 0

IND	\$0.00	\$0.00	\$0.00	\$0.00
MED	\$0.00	\$143.75	\$0.00	\$143.75
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	\$143.75	\$0.00	\$143.75

91000003-C 4/17/1991 4/17/1991 M-O 8868  
 Professional/ Admin  
 Puncture TO Finger(s) :

Lost Days: 0  
 Restricted Days: 0

IND	\$0.00	\$0.00	\$0.00	\$0.00
MED	\$0.00	\$143.19	\$0.00	\$143.19
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	\$143.19	\$0.00	\$143.19

91000004-C 8/7/1991 8/9/1991 IND 9101  
 All Others  
 Strain or Tear (Overstretch or overuse) TO Mult Body Parts :

Lost Days: 0  
 Restricted Days: 0

IND	\$0.00	\$675.00	\$0.00	\$675.00
MED	\$0.00	\$50.00	\$0.00	\$50.00
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	\$725.00	\$0.00	\$725.00

91000015-C 2/21/1991 2/21/1991 M-O 9101  
 All Others  
 Burn (to skin or body part) TO Upper Arm CL/SC :

Lost Days: 0  
 Restricted Days: 0

IND	\$0.00	\$0.00	\$0.00	\$0.00
MED	\$0.00	\$276.12	\$0.00	\$276.12
LEG	\$0.00	\$0.00	\$0.00	\$0.00
OTH	\$0.00	\$0.00	\$0.00	\$0.00

91000011-C                                                  3/8/1991                  3/8/1991 M-O                  8868

Professional/ Admin  
Sprain or Tear (Tear of ligaments) TO Ankle :

Lost Days:                                  0  
Restricted Days:                          0

RHB	\$0.00	\$0.00	\$0.00	\$0.00
REC	\$0.00	\$0.00		\$0.00
	\$0.00	\$276.12	\$0.00	\$276.12
IND	\$0.00	\$0.00	\$0.00	\$0.00
MED	\$0.00	\$166.29	\$0.00	\$166.29
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	\$166.29	\$0.00	\$166.29

91000008-C                                                  1/30/1991                  1/30/1991 M-O                  9101

All Others  
All Other Specific Injuries, NOC TO Toe (s) :

Lost Days:                                  0  
Restricted Days:                          0

IND	\$0.00	\$0.00	\$0.00	\$0.00
MED	\$0.00	\$494.95	\$0.00	\$494.95
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	\$494.95	\$0.00	\$494.95

91000001-C                                                  2/1/1991                  2/1/1991 M-O                  8868

Professional/ Admin  
Sprain or Tear (Tear of ligaments) TO Ankle :

Lost Days:                                  0  
Restricted Days:                          0

IND	\$0.00	\$0.00	\$0.00	\$0.00
MED	\$0.00	\$1,687.68	\$0.00	\$1,687.68
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	\$1,687.68	\$0.00	\$1,687.68

91000014-C                                                  8/24/1991                  8/24/1991 M-O                  9101

All Others  
All Other Specific Injuries, NOC TO Finger(s) :

Lost Days:                                  0  
Restricted Days:                          0

IND	\$0.00	\$0.00	\$0.00	\$0.00
MED	\$0.00	\$270.05	\$0.00	\$270.05
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	\$270.05	\$0.00	\$270.05

**Summary Total For: Tyler Junior College - 90-91**

Claim Count	
Open	0
Closed	13
Total	13

Total Lost Days:                          0

IND	\$0.00	\$675.00	\$0.00	\$675.00
MED	\$0.00	\$4,738.98	\$0.00	\$4,738.98
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

TotalRestricted Days: 0

\$0.00

\$5,413.98

\$0.00

\$5,413.98

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