

Request for Information (RFI)

Date: November 27, 2024
To: All Interested Parties
From: Department of Industrial Relations, hereafter referred to as the State or DIR
Subject: Event Number: RFI_DIR 24CHSWC001

Study on the Effectiveness of Post-traumatic Stress Disorder (PTSD) Presumption and Claims Filed for PTSD

This Request for Information (RFI) is being released by the Department of Industrial Relations (DIR), Commission on Health and Safety and Workers' Compensation (CHSWC). The RFI is to solicit information and best practices from the contractor community in an effort to assist the State in determining what is currently available in the marketplace based on the objectives and requirements as described herein, and to approximate the dollars that may be needed to acquire the necessary information. Please see draft Request for Proposal (RFP) beginning on page 6.

Interested parties (contractors) are invited to describe potential proposed work products, and to suggest strategies to assist DIR in determining what is currently available in the marketplace based on the objectives and requirements as described herein, and to approximate the dollars that may be needed to acquire the necessary information.

Collective information provided by the contractor community may be used to develop or identify solution alternatives, specifications, and/or cost estimations necessary to acquire the retrospective study. The State understands that data provided in this RFI is not sufficient to enable detailed analysis and costing by contractors. Please provide your best advice based on your experience with other organizations and initiatives of this kind.

Completion of this RFI shall be performed at no cost to the State in accordance with State Contract Manual Volume 2, Chapter 1400, Section 1402.2. The intent of this RFI is solely for information and planning purposes and does not constitute a solicitation. A contract will not be awarded based on this RFI.

Please read this RFI document thoroughly and adhere to the response submission guidelines.

A. Purpose of this RFI

This RFI is to solicit information from experienced and qualified contractors to conduct a study, titled, *Study on the Effectiveness of Post-traumatic Stress Disorder (PTSD) Presumption and Claims Filed for PTSD*

According to the Centers for Disease Control and Prevention, public safety workers including firefighters and law enforcement officers are at high risk of exposure to traumatic events and stress on the job.¹ In California, [SB 542](#) created a rebuttable presumption of PTSD injury under Labor Code Section 3212.15 for active firefighters, peace officers, and fire and rescue service coordinators, as defined, under the Office of Emergency Services. Other public safety workers such as public safety dispatchers also face traumatic events as part of their duties, but are currently not covered by the presumption.² [SB 623](#), Chaptered on October 8, 2023, postponed the current sunset date of Labor Code Section 3212.15 from January 1, 2025 to January 1, 2029 and required CHSWC to study and report on the effectiveness of the PTSD presumption. In addition, the bill required CHSWC to also study and report on claims data for the currently covered classes of active firefighters, peace officers and fire and rescue coordinators of the Office of Emergency Services (OES) as well as on claims data for public safety dispatchers, public safety telecommunicators, and emergency response communication employees, as defined, and their supervisors.

The purpose of the study is to analyze the effectiveness of post-traumatic stress disorder presumption and to review claims filed by specified types of employees, not included in the presumption, such as public safety dispatchers, public safety telecommunicators, and emergency response communication employees.

For additional details regarding the scope of work, please see draft RFP beginning on page 6.

B. Key Action Dates

Listed below are the RFI Key Action Dates and times (all times noted are Pacific Time) by which actions should be taken or completed.

Event	Date/Time
Release RFI	November 27, 2024
Last Day to Submit Questions Due	January 3, 2025 12pm
Release of Answers and/or Addenda	January 10, 2025 12pm
RFI Response Due Date	March 7, 2025 12pm

C. RFI Response Instructions

- Responses to this RFI must be submitted via e-mail, preferably in the native file format of Microsoft Word, to the State's contact listed in Section D. Contact Information, and must include the following information in the email subject line: **RFI_DIR 24CHSWC001**

¹ <https://blogs.cdc.gov/niosh-science-blog/2024/05/09/mental-health-public-safety-sector/>

² file:///C:/Users/Irina%20Nemirovsky/Downloads/202320240SB623_Senate%20Floor%20Analyses.pdf

2. Contact information including the name, title, address, phone number, and e-mail address of the primary contact person for the RFI.
3. Responses must be submitted by the date and time stated in the Key Action Dates.
4. Contractors must submit a signed cover letter with their response to the RFI that also includes a statement by the individual certifying the information in the response is true and accurate to the best of his/her knowledge at the time of submittal.
5. DIR is requesting Voluntary Cost Information from Contractors to this RFI. DIR understands that the costs provided are voluntary and non-binding. Cost information may be used to develop cost estimations and budgets. Contractors are encouraged to provide a list of costs for each capability of the plan, at a minimum, and a cost range, if applicable.
6. Provide feedback related to the requirements of the RFP

D. Contact Information

Contractors must submit their written response, via e-mail to the State contact listed below:

Contact: Rachael Faulks
Agency: Department of Industrial Relations
Email: Rfaulks@dir.ca.gov
CC: Keith Lanterman
Email: KLanterman@dir.ca.gov

E. Contractor Questions

Contractors must submit questions regarding this RFI, via e-mail, by the specified date and time stated in the Key Action Dates to the email contact stated in Section D. Contact Information.

What to Include in an Inquiry

1. Include in the subject line of the e-mail: **RFI_DIR 24CHSWC001** and **“Question(s).”**
2. Contractor name and contact, telephone number, e-mail address.
3. A description of the subject or issue in question, or discrepancy found.
4. RFI section, page number, or other information useful in identifying the specific problem or issue stated in the question.
5. All questions will be responded to in writing (via e-mail) to all parties that have expressed an intent to respond to the RFI.

F. RFI Disclaimer

This RFI is strictly informative for DIR and it is not a competitive bidding process. DIR is under no obligation to contractors in any manner whatsoever. Neither this RFI nor any information provided by any contractors hereto shall be deemed to create any legally binding agreement or obligations upon DIR. A response to this RFI is not an offer and

cannot be accepted by DIR to form a binding contract. This RFI is solely designed to provide DIR with meaningful information to assist DIR with developing or identifying solution alternatives, specifications, and/or cost estimations necessary to a retrospective study.

This RFI is issued for information and planning purposes only, and it does not constitute a solicitation. Responses to the RFI will not be returned. Contractors are solely responsible for all expenses associated with responding to this RFI. The State is not responsible for any expenses associated with responding to this RFI. DIR may consider contractor responses in developing specifications and requirements for development of the future DIR solicitations such as, but not limited to, a Request for Offer (RFO), Request for Quotation (RFQ), Invitation for Bid (IFB), Request for Proposal (RFP), or other action.

[Senate Bill \(SB\) 542](#) established Labor Code Section 3212.15, which created, effective January 1, 2020 until January 1, 2025, a rebuttable presumption of post-traumatic stress disorder (PTSD) injury for active firefighters, peace officers, and fire and rescue service coordinators, as defined, under the Office of Emergency Services.

[Senate Bill \(SB\) 623](#), Chaptered in October 2023, postponed the current sunset date of Labor Code Section 3212.15 from January 1, 2025 to January 1, 2029 and required CHSWC to study and report on the effectiveness of the PTSD presumption as well as on claims data for the currently covered classes of active firefighters, peace officers and fire and rescue coordinators of the Office of Emergency Services (OES), and, additionally, of public safety dispatchers, public safety telecommunicators, and emergency response communication employees, as defined, and their supervisors.

The CHSWC study shall include, at a minimum, two reports: (1) Report analyzing claims data that is to be provided to the Senate Committee on Labor, Public Employment and Retirement and the Assembly Committee on Insurance no later than January 1, 2026³. (2) Report on the effectiveness of the PTSD presumption that is to be provided to the Senate Committee on Labor, Public Employment and Retirement and the Assembly Committee no later than January 1, 2027.

The submission of a response does not constitute any commitment on the part of the interested party. However, the contractor agrees that the submitted information is correct to the best of the contractor's knowledge. Also, the right to compete in future procurements is not affected in the event that the party chooses not to submit a response to this RFI. DIR is also interested in learning the reasons for not submitting a response.

³ The date differs from the one specified in [Senate Bill \(SB\) 623](#) since CHSWC received an extension to conduct the study.

Contractors are advised that all documents submitted in response to this RFI will become the property of the State of California, and will be regarded as public records under the California Public Records Act (CPRA) pursuant to Government Code Section 6250 et seq. and subject to review by the public. The intent of this RFI is to validate project objectives and requirements for possible future solicitations. Please do not include any confidential or proprietary information in responses to this RFI as it may be disclosed or be subject to the CPRA.



**DRAFT REQUEST FOR PROPOSAL (SECONDARY METHOD)
Notice to Prospective Proposers RFP No. XX-XXX**

Date:

You are invited to review and respond to this Request for Proposal (RFP) - Secondary, entitled RFP # XX-XXX, titled, *Study on the Effectiveness of Post-traumatic Stress Disorder (PTSD) Presumption and Claims Filed for PTSD*

PURPOSE / BACKGROUND / SCOPE OF WORK

A. Purpose

This Request for Proposal (RFP) is to solicit competitive proposals from experienced and qualified contractors to conduct a study, titled *Study on the Effectiveness of Post-traumatic Stress Disorder (PTSD) Presumption and Claims Filed for PTSD*

The work of this contract is expected to require 22 months no work shall begin until all required signatures and approvals are obtained and the DIR Project Manager provides direction.

The total budget for the entire contract is \$XXX,XXX. Proposals exceeding this amount may be deemed non-responsive and ineligible for award.

B. Background

The [Commission on Health and Safety and Workers' Compensation](#) is responsible for examining the health and safety system, the workers' compensation systems, and the state's activities to prevent industrial injuries and occupational illnesses.⁴

[Senate Bill \(SB\) 542](#) established Labor Code Section 3212.15, which created, effective January 1, 2020 until January 1, 2025, a rebuttable presumption of post-traumatic stress disorder (PTSD) injury for active firefighters, peace officers, and fire and rescue service coordinators, as defined, under the Office of Emergency Services (OES). This presumption applies when such injury develops or manifests itself during a service period and can be extended following termination of service for a period of 3 calendar months for each full year of the requisite service, but not to exceed 60 months in any circumstance commencing from the last day actually worked in that specific capacity. For the presumption to apply, the employee must have performed services for a department or unit for at least 6 months (which need not be continuous), unless the injury is caused by a sudden and extraordinary employment condition.

[Senate Bill \(SB\) 623](#) postponed the current sunset date of Labor Code Section 3212.15 from January 1, 2025 to January 1, 2029 and requires CHSWC to study and report on the effectiveness of the PTSD presumption as well as on claims data for the currently covered classes of active firefighters, peace officers and fire and rescue coordinators of

⁴ Additional information about the Commission can be found in [Labor Code](#):
http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=LAB&division=1.&title=&part=&chapter=3.&article=; <https://www.dir.ca.gov/chswc/>

the OES, and, additionally, of public safety dispatchers, public safety telecommunicators, and emergency response communication employees, as defined, and their supervisors.

The CHSWC study shall include, at a minimum, two reports: (1) Report required by Labor Code Section 3212.15 (f)(2) analyzing claims data that is to be provided to the Senate Committee on Labor, Public Employment and Retirement and the Assembly Committee on Insurance no later than December 31, 2025. (2) Report required by Labor Code Section 3212.15 (f)(1) on the effectiveness of the PTSD presumption that is to be provided to the Senate Committee on Labor, Public Employment and Retirement and the Assembly Committee no later than January 1, 2027.

C. Scope of Work

The objective and scope of the services are listed below.

The purpose of the study is to analyze the effectiveness of PTSD presumption and to review claims filed by specified type of employees, not included in the presumption, such as public safety dispatchers, public safety telecommunicators, and emergency response communication employees.

The scope of services necessary to collect information and deliver a draft of the reports and the final versions of the reports and all deliverables specified in this RFP that the Contractor shall complete include at a minimum but are not limited to:

- 1) Provide a report analyzing claims filed for PTSD injury for which compensation is claimed by public safety dispatchers, public safety telecommunicators, and emergency response communication employees, from January 1, 2020, through December 31, 2023. The report shall review data, including, but not limited to, the total number of claims, frequency of claim acceptance, frequency of claim denial, the initial claim determination, and the average time between the filing of a claim and the final determination of compensability. The report shall be provided to the Senate Committee on Labor, Public Employment and Retirement and the Assembly Committee on Insurance no later than December 31, 2025.
- 2) Provide a report on the effectiveness of the PTSD presumption. The report shall review data from PTSD injuries for which compensation is claimed under the Labor Code Section 3212.15 from January 1, 2020, through December 31, 2025. The report shall be provided to the Senate Committee on Labor, Public Employment and Retirement and the Assembly Committee on Insurance no later than January 1, 2027.
- 3) The Contractor shall respond to CHSWC and DIR requests for technical assistance on legislative and/or regulatory issues related to PTSD presumptions for the currently covered classes indicated in Senate Bill 623's CHSWC studies. Three weeks of technical assistance will include, but not be limited to: attending CHSWC and DIR public meetings, analyzing and answering public comments, explaining the rationale for specific policy recommendations, and disseminating study findings to the Governor, Legislature, the Senate Committee on Labor, Public Employment and Retirement, the Assembly Committee on Insurance, and stakeholders in the workers' compensation system.

II. PROPOSAL REQUIREMENTS (TECHNICAL)

A. Proposal Requirements

The proposal must contain the following components, information and documents outlined below. Each requirement's location must be listed in the Proposal's Table of Contents. Also see Section II. D. Submission of Proposal, for general submittal details.

1. Minimum Qualifications

The Proposer must provide a detailed response, outlining information as to how the Proposer meets each of the minimum qualifications listed below. The Proposer must provide their detailed response on **Attachment 11**, Detailed Response for Minimum Qualifications. Proposals that do not meet the minimum qualifications will be determined non-responsive and ineligible for award.

- a. An established reputation for independent, nonpartisan, empirical research, and analysis of the highest quality, with an emphasis on research in the public interest.
- b. Demonstrated breadth of experience conducting quantitative and qualitative research and analysis on workers' compensation issues.
- c. Experience conducting studies related to or evaluating public safety officers' issues under the California's workers' compensation system.
- d. Experience conducting cost-benefit, descriptive and econometric statistical analyses.
- e. Demonstrated ability to communicate analytical findings in an accessible format to policymakers, workers, unions, employers, agency staff, and the public.
- f. Demonstrated ability to assemble multi-disciplinary research teams who have experience working with frontline workers, union leaders, employers, and experts in other fields.
- g. Ability and experience working with and conducting analysis on state and government agencies data, such as data from the Workers' Compensation Insurance Rating Bureau (WCIRB), Workers' Compensation Information System (WCIS) data, Disability Evaluation Unit (DEU) data, and Employment Development Department (EDD) data.
- h. Ability to work with confidential data that would meet the confidentiality requirements for the release of data by state and government agencies and private organizations.
- i. Provision of at least 3 references of studies of approximately similar size and scope.

2. References

Each proposer must provide at least three (3) references detailing previous experience conducting studies related to the goals and objectives outlined in the RFP.

References must be provided using **Attachment 3**, Proposer References Form. Submission of this attachment is mandatory. Failure to fully complete and return this attachment with your proposal may cause your proposal to be rejected and deemed non-responsive. **Attachment 3** may be copied for additional references.

3. Technical Portion

Proposer shall demonstrate their understanding of the questions, or needs, that DIR is seeking to have addressed. The technical approach and work plan are considered the heart of the proposal and will receive a high level of scrutiny. This part of the proposal will be evaluated to ensure all tasks and deliverables, listed in the Scope of Work, are included and responsive. The technical portion of the Proposal must include a written response to all scoring elements listed in the sample Proposal Evaluation form, Section IV.B.3, and must include the following:

a. Management Plan

The Proposer shall provide a project management plan including the management structure and project organization. The Proposer shall designate, by name, the Project Manager to be employed. The selected Proposer shall not cause the substitution of the Project Manager without prior written approval of the State. Proposers should include methods to measure project progress against the project management plan to maintain project schedule.

b. Methodology (Approach to Work)

The Proposer shall describe their methodology and approach to the work, identify specific techniques and methodologies that will be used and specific administrative and operational management expertise that will be employed in order to accomplish the tasks listed in this RFP. Proposer shall indicate how skills developed in previous related work will be applied to the work described in this RFP.

c. Work Plan and Work Schedule

The Proposer shall develop a Work Plan and Work Schedule that allows all tasks to be completed within the timeframes outlined in the Scope of Work. The Work Plan and Work Schedule shall identify each major task, necessary subtasks, and milestones by which progress can be measured and payments made. The Work Plan shall specify the estimated hours to accomplish each task and the Work Schedule shall provide the responsible party for performing the task, and anticipated dates of completion.

The Work Plan and Work Schedule must reflect the total project timeline of 22 months.

The Work Plan shall indicate how the supervision and oversight will be conducted for ensuring that the project will remain on schedule and that the distribution of workload is appropriate.

A work plan schedule format is provided below:

	RESPONSIBLE PARTY (Prime or Subcontractor)	DATE OF COMPLETION
Task 1: Provide a report reviewing data from PTSD injury compensation claims filed between January 1, 2020, through December 31, 2023.	Prime	TBD
Task 2: Provide a report on the effectiveness of the PTSD presumption on claims filed from January 1, 2020, through December 31, 2025.	Prime	TBD
Task 3: Provide technical assistance on legislative and/or regulatory issues related to post-traumatic stress disorder presumptions.	Prime	TBD
Draft Report	Prime	TBD
Final Report	Prime	TBD

d. Personnel / Experience / Work Samples

For this criterion, reviewers will rate the Proposer’s experience in conducting similar or related work described in the Scope of Work, and how skills developed in previous related work will be applied to this project. The Proposer shall indicate how previous experience will be applied to the development of this project.

The Proposer shall list technical staff (specify staff name) who will be working on the project. Include their titles, qualifications, a summary of similar work or studies performed, a resume for each technical staff person, a statement indicating how many hours each professional will be assigned to the Agreement and what tasks each professional will perform. The selected Proposer shall not cause key members of the project team to be substituted without prior written approval of the State.

The Proposer provides work samples of previous completed work that required the use of similar methodology or approaches. A minimum of two (2) work samples and no more than four (4) must be provided that demonstrates they have the required

experience and illustrates the proposer’s operational effectiveness, execution capabilities, and/or creative strengths. Must include links or copies for all work samples.

B. Proposal Evaluation Form

MINIMUM QUALIFICATIONS	Yes	No
An established reputation for independent, nonpartisan, empirical research, and analysis of the highest quality, with an emphasis on research in the public interest.		
Demonstrated breadth of experience conducting qualitative and quantitative research and analysis on workers’ compensation issues.		
Experience conducting studies related to or evaluating public safety officers’ issues under the California’s workers’ compensation system.		
Experience conducting cost-benefit, descriptive and econometric statistical analyses		
Demonstrated ability to communicate analytical findings in an accessible format to policymakers, workers, unions, employers, agency staff, and the public.		
Demonstrated ability to assemble multi-disciplinary research teams who have experience working with frontline workers, union leaders, employers, and experts in other fields.		
Ability and experience working with and conducting analysis on state and government agencies data, such as data from the Workers’ Compensation Insurance Rating Bureau (WCIRB), Workers’ Compensation Information System (WCIS) data, Disability Evaluation Unit (DEU) data, and Employment Development Department (EDD) data.		
Ability to work with confidential data that would meet the confidentiality requirements for the release of data by state and government agencies and private organizations.		

<i>If any minimum qualifications are NOT met, STOP HERE</i>		
1. CLARITY AND ORGANIZATION OF PROPOSAL (program to determine all points from here and below) All sections below must match information in above RFP	Points Available	Points Awarded
The proposal is presented in a clear, organized manner.		
2. MANAGEMENT PLAN	Points Available	Points Awarded
Proposer shall provide a clear project management plan including the management structure and project organization. Proposer shall designate, by name, the Project Manager to be employed.	TBD	
The Proposer should include methods to measure project progress against the project management plan to maintain project schedule.		
3. METHODOLOGY (APPROACH TO WORK)	Points Available	Points Awarded
Proposer shall describe their methodology and approach to the work, identify specific techniques and methodologies that will be used and specific administrative and operational management expertise that will be employed to accomplish the tasks listed in this RFP. Proposer shall indicate how skills developed in previous related work will be applied to the work described in this RFP.	TBD	
Proposer identifies the methodology and specific techniques that will be used and specific administrative and operational management expertise that will be employed for all tasks.	TBD	

4. WORK PLAN AND WORK SCHEDULE	Points Available	Points Awarded
<p>Proposer shall develop a Work Plan and Work Schedule for task completion. The Work Plan and Work Schedule shall identify each major task, necessary subtasks, and milestones by which progress can be measured and payments made. The Work Plan shall specify the estimated hours (time?) to accomplish each task and the Work Schedule shall provide the responsible party for performing the task, and anticipated dates of completion. The Work Plan and Work Schedule must reflect the total project timeline of XX months.</p>	TBD	
<p>The Work Plan shall indicate how the supervision and oversight will be conducted for ensuring that the project will remain on schedule and that the distribution of workload is appropriate.</p>	TBD	
5. PERSONNEL / EXPERIENCE/SAMPLES	Points Available	Points Awarded
<p>Proposer describes experience in conducting similar or related work described in the Scope of Work, and how skill developed in previous related work will be applied to this project. The Proposer shall list technical staff (specify staff name) who will be working on the project. Include their titles, qualifications, a summary of similar work or studies performed, a resume for each technical staff person, a statement indicating how many hours each professional will be assigned to the Agreement and what tasks each professional will perform.</p>	TBD	
6. COST	Points Available	Points Awarded
<p>This criterion allows staff to evaluate and compare the budgets of each proposal relative to those of its competitors. The technically qualified proposal that has the lowest cost will be given a maximum score of 30 for this criterion.</p>	TBD	
TOTAL POINTS	Maximum Available 100	SCORE

EXHIBIT A SCOPE OF WORK

A. PURPOSE

Contractor will conduct a study, titled, *Study on the Effectiveness of Post-traumatic Stress Disorder (PTSD) Presumption and Claims Filed for PTSD*.

B. BACKGROUND

The [Commission on Health and Safety and Workers' Compensation](#) is responsible for examining the health and safety system, the workers' compensation systems, and the state's activities to prevent industrial injuries and occupational illnesses. ¹

[Senate Bill \(SB\) 542](#) established Labor Code Section 3212.15, which created, effective January 1, 2020 until January 1, 2025, a rebuttable presumption of post-traumatic stress disorder (PTSD) injury for active firefighters, peace officers, and fire and rescue service coordinators, as defined, under the Office of Emergency Services. This presumption applies when such injury develops or manifests itself during a service period and can be extended following termination of service for a period of 3 calendar months for each full year of the requisite service, but not to exceed 60 months in any circumstance commencing from the last day actually worked in that specific capacity. For the presumption to apply, the employee must have performed services for a department or unit for at least 6 months (which need not be continuous), unless the injury is caused by a sudden and extraordinary employment condition.

[Senate Bill \(SB\) 623](#) postponed the current sunset date of Labor Code Section 3212.15 from January 1, 2025 to January 1, 2029 and requires DIR to study and report on the effectiveness of the PTSD presumption as well as on claims data for the currently covered classes of active firefighters, peace officers and fire and rescue coordinators of the OES, and, additionally, of public safety dispatchers, public safety telecommunicators, and emergency response communication employees, as defined, and their supervisors.

The DIR study shall include, at a minimum, two reports: (1) Report required by Labor Code Section 3212.15 (f)(2) analyzing claims data that is to be provided to the Senate Committee on Labor, Public Employment and Retirement and the Assembly Committee on Insurance no later than December 31, 2025. (2) Report required by Labor Code Section 3212.15 (f)(1) on the effectiveness of the PTSD presumption that is to be provided to the Senate Committee on Labor, Public Employment and Retirement and the Assembly Committee no later than January 1, 2027.

C. DETAILED SCOPE OF WORK

The objective and scope of the services are listed below.

The purpose of the study is to analyze the effectiveness of PTSD presumption and to review claims filed by specified type of employees, not included in the presumption, such as public safety dispatchers, public safety telecommunicators, and emergency response communication employees.

The scope of services necessary to collect information and deliver a draft of the reports and the final versions of the reports and all deliverables specified in this RFP that the Contractor shall complete include at a minimum but are not limited to:

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1. Provide a report analyzing claims filed for PTSD injury for which compensation is claimed by public safety dispatchers, public safety telecommunicators, and emergency response communication employees, from January 1, 2020, through December 31, 2023. The report shall review data, including, but not limited to, the total number of claims, frequency of claim acceptance, frequency of claim denial, the initial claim determination, and the average time between the filing of a claim and the final determination of compensability. The report shall be provided to the Senate Committee on Labor, Public Employment and Retirement and the Assembly Committee on Insurance no later than December 31, 2025.
2. Provide a report on the effectiveness of the PTSD presumption. The report shall review data from PTSD injuries for which compensation is claimed under the Labor Code Section 3212.15 from January 1, 2020, through December 31, 2025. The report shall be provided to the Senate Committee on Labor, Public Employment and Retirement and the Assembly Committee on Insurance no later than January 1, 2027.
3. The Contractor shall respond to DIRs requests for technical assistance on legislative and/or regulatory issues related to PTSD presumptions for the currently covered classes indicated in Senate Bill 623's CHSWC studies. Three weeks of technical assistance will include, but not be limited to: attending CHSWC and DIR public meetings, analyzing and answering public comments, explaining the rationale for specific policy recommendations, and disseminating study findings to the Governor, Legislature, the Senate Committee on Labor, Public Employment and Retirement and the Assembly Committee on Insurance, and stakeholders in the workers' compensation system.

Throughout the duration of the Agreement, the Contractor will work closely with the DIR Contract Manager . All tasks must be accepted and all deliverables must be approved in writing by the DIR Contract Manager prior to payment for the task and acceptance of deliverables. The Contractor will hold monthly teleconference meetings with the DIR Contract Manager to summarize progress toward meeting each task.

Deliverables should be listed here (format, frequency, due date).

1. The Contractor shall provide monthly written progress reports to DIR Contract Manager, or his designee(s), from April 2025, until the projects are completed. The progress reports should address the progress made, findings to date, problems encountered by the Contractor, and a comparison of estimated versus actual project costs to date by task.

The monthly progress reports are intended to provide a formal vehicle for communication from the Contractor to DIR prior to issuance of the final reports.

The monthly progress report may be physically mailed or sent via email to the following parties on a monthly basis and should be accompanied with the invoice for services rendered during the same period.

In addition to the written reports required, the Contractor will be required to provide monthly oral briefings to the DIR Contract Manager or his designee(s), commencing after the third week of work. Such monthly meetings may be waived if they are found to be unnecessary by DIR.

2. Narrative of Deliverables Schedule

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- a. The Contractor shall provide a draft report required under LC Section 3212.15 (f)(2) of the study, on or before September 2, 2025, and a final study report on or before November 30, 2025. The Contractor shall also provide a draft report required under LC Section 3212.15 (f)(1) of the study, on or before September 1, 2026, and a final study report on or before November 30, 2026. The final study reports must include, at a minimum detailed information on the topics discussed under the Scope of the study and in Work Approach. The Contractor will provide DIR with electronic copies of all work and tables, preferably in Excel and Word formats.
- b. The progress reports are to address the progress made, findings to date, problems encountered by the contractor, and a comparison of estimated versus actual project costs to date by task.
- c. The monthly project reports are intended to provide a formal vehicle for communication from the Contractor to DIR prior to issuance of the final reports. They will be superseded in their entirety by the final reports.
- d. Ten copies of all reports should be forwarded to:

TBD

Commission on Health and Safety and Workers' Compensation,
Department of Industrial Relations
1515 Clay Street, Suite 1540
Oakland, CA 94612

- e. The Contractor will also be required to give additional oral and written reports to DIR Contract Manager or designee(s) upon request.
- f. After the issuance of the final study reports, the Contractor must allow adequate time to formally present final findings and recommendations to DIR Contract Manager, the Senate Committee on Labor, Public Employment and Retirement and the Assembly Committee on Insurance, and to the Legislature, as requested, not to exceed 5 presentations.
- g. All documents, data and reports provided by the Contractor pursuant to this contract shall comply with federal and State of California web accessibility standard.

**ATTACHMENT 10
CONTRACTOR COST SHEET**

(Note: After award, this becomes part of the contract as Exhibit B, Attachment 1)

Submission of this attachment is required. Failure to complete and return this attachment will cause your bid to be rejected and deemed non-responsive. Bidder must provide the cost for each task listed below. This project has a budget amount of **\$XXX,XXX**. Proposals exceeding this amount may be deemed non-responsive and ineligible for award.

Please provide an all-inclusive cost for each task below. NOTE: All costs must include personnel, labor, subcontractors, materials, travel, reports, tax, and any other items necessary to perform and complete all tasks.

