



**Solicitation Information
October 26, 2012**

RFP# 7458237

TITLE: Workers' Compensation EDI Claim Reports Filing (Department of Labor and Training)

Submission Deadline: November 30, 2012 @ 10:30 AM

Questions concerning this solicitation must be received by the Division of Purchases at David.Francis@purchasing.ri.gov no later than **November 14, 2012 @ 12:00 AM- MIDNIGHT (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

David J. Francis
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

TABLE OF CONTENTS

Section 1 –Introduction.....	3
Section 2- Background and Purpose.....	5
Section 3- Scope of Work.....	5
General Scope of Work.....	5
Requirements.....	6
Section 4 -Technical Proposal.....	7
Narrative and Format.....	7
Section 5 -Cost Proposal.....	8
Detailed Budget and Budget Narrative.....	8
Section 6- Evaluation and Selection.....	8
Section 7 -Proposal Submission.....	9
ADDENDIX- A: DATA DICTIONARY.....	11

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Department of Labor and Training (DLT), is soliciting proposals from qualified individuals/firms to assist the DLT Division of Workers' Compensation to exchange claim information with employers and claim administrators following The International Association of Industrial Accident Boards and Commissions (IAIABC) Release 3 EDI standards.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.

SECTION 2: BACKGROUND

RI DWC implemented a computer software system to cover claims, insurance coverage, fraud and compliance, and self-insurance in 2011. The RI DWC seeks a vendor to provide services with implementation and daily processing of EDI claim transactions.

EDI submission will be voluntary from July 1, 2013 to November 30, 2013. EDI submission will be mandatory as of December 1, 2013.

SECTION 3: SCOPE OF WORK

General Scope of Work

1. Purpose

The purpose of this request for proposal is to enter into a five year contract with a qualified firm to provide services and assist the RI DWC to exchange claim information with employers and claim administrators following The International Association of Industrial Accident Boards and Commissions (IAIABC) Release 3 EDI standards.

2. Terms of the Contract

The five year contract may be extended beyond the original contract up to 5 times for one (1) year increments at the State's discretion and by mutual agreement for a possible maximum contract length of 10 years.

3. Qualifications

The vendor must have experience implementing and operating IAIABC Claims EDI systems for other states, and must be an active member of the IAIABC.

REQUIREMENTS: The vendor will:

- Review RI DWC business and technical requirements with RI DWC staff.
- Match RI DWC compliance requirements to IAIABC standards.
- Determine and document how to integrate EDI information with RI DWC workers' compensation system (WCS). **See Attachment- 1: Data Dictionary**

- Populate Element Requirement Table, Event Table, and Exit Matrix.
- Create and document scenarios.
- Provide EDI Implementation Guide.
- Manage trading partners' EDI setup, communication, and transition to RI DWC EDI requirement.
- Facilitate setup, testing, executing and documentation of trading partners' Transmission Profile processing.
- Store and maintain trading partner profile information. Make information available to RI DWC staff.
- Provide training for RI DWC staff.
- Provide training, recommendations and specifications for adjustments to hardware, network, and software with RI DOA DoIT and contracted technical staff who perform services for RI DWC.
- Provide education seminars and information for trading partners.
- Conduct beta testing, testing, and implementation of EDI system.
- Receive, edit, and process first and subsequent reports from employers and claim administrators, including edits against RI DWC database. Edits include IAIABC edits, RI DWC edits, and comparison to RI DWC database for duplicate injury reporting, employer verification, and insurance coverage verification.
- Create and send acknowledgements within 24 hours.
- Provide a web-based EDI data entry system for low-volume trading partners.
- Provide solution for creation of jurisdiction claim number required for acknowledgement consistent with current RI DWC claims database.
- Provide basic reporting capabilities to include counts of records processed for specified time period, by trading partner, with errors, by record type, by MTC code.
- Provide RI DWC staff with read-only access to RI data in your system.
- Provide edited data for RI DWC to load into claims database daily.
- Make necessary technical updates for changes to IAIABC standards and state requirements.
- Monitor trading partners for adherence to filing and compliance requirements.
- Provide technical support for RI DWC staff, technical support staff, and trading partners by phone and email from 8:00 to 5:00 Eastern time.
- Assist RI DWC and technical staff with IAIABC file layouts and data mapping
- Provide a plan for backup and recovery
- Provide a plan for down-time and emergency responses

- Design and implement a plan to accommodate data entry from paper forms that have no corresponding IAIABC EDI transaction, such as Memorandum of Agreement.
- Design and implement a plan to integrate legacy claims with EDI reporting.
- Provide continuity of assigned personnel. Any change of personnel assigned to the project must be submitted to RI DWC for prior approval.

Project Schedule (Approximate)

October 2012 Issue RFP

November 2012 Deadline for Receipt of Proposals

December 2012 RFP Award, Vendor Selected

March 30, 2013 System Production Ready for Trading Partner Testing

July 1, 2013 System Go Live to Receive Release 3 Electronic Data. EDI Submission Voluntary.

December 1, 2013 EDI Submission Mandatory

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the state's project schedule. The separate technical proposal should address specifically each of the required elements:

1. Staff Qualifications – Provide organizational chart of personnel assigned to project. Include lines of authority and individuals accountable for each deliverable.

Provide a narrative description of the project team and a personnel roster that identifies each person who will work on the contract. Provide the following information for each person: title, resume, location where work will be performed, itemize total cost and number of hours per person

Offerors must be participating members of IAIABC. Provide information on the length and nature of company and personnel participation in IAIABC.

2. Capability, Capacity, and Qualifications of the Offeror - Please provide a detailed description of the Vendor's experience implementing and operating IAIABC Claims EDI systems for other states. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.

3. Work Plan - Please describe in detail, the framework within which the Offeror will implement the requirements detailed in the scope of work.

4. Approach/Methodology – Define the methodology to be used for receiving, editing, and processing first and subsequent reports from employers and claim administrators, including edits against RI DWC database. Edits include IAIABC

edits, RI DWC edits, and comparison to RI DWC database for duplicate injury reporting, employer verification, and insurance coverage verification. In addition describe how the data will be stored by the Offeror and how it would be accessible to RI DWC.

SECTION 5: COST PROPOSAL

Detailed Budget and Budget Narrative:

Provide a proposal for fees charged to provide services for the implementation and daily processing of EDI claims transactions to be charged on a monthly or annual basis. Please explain the basis and rationale of your fee structure. Alternative fee schedule proposals will be considered; however, you must provide an understandable fee structure and explain the benefits of the alternative approach.

SECTION 6: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The Department of Labor and Training reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	25 Points
Quality of the Work plan	15 Points
Suitability of Approach/Methodology	15 Points
Total Possible Technical Points	70 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

Points will be assigned based on the offeror’s clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at David.Francis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7458237** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7458237 Workers’ Compensation EDI Claim Reports Filing (Department of Labor and Training)**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices) . As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CDRom, diskette, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The following Appendix A –DATA DICTIONARY Excel spreadsheet is provided as an electronic disk file. Please click on “D” in the column labeled “info”.

- Appendix A. DATA DICTIONARY