

Request for Quotations
For
Consultant Services to Prepare a Request
for Proposal (RFP) for PEIA Prevention and Wellness Services
and Assist in the Evaluation of Responses

The West Virginia Public Employees Insurance Agency (PEIA) is a state agency which provides group health and life insurance for state, county and municipal employees. Coverage is provided for more than 200,000 West Virginia active and retired members.

The PEIA has determined that it is necessary to bid the contract for prevention and wellness services provided by the PEIA. The successful vendor/s would be responsible for the PEIA Pathways to Wellness worksite program; the provision of worksite based biometric screenings; the issuance of the Improve Your Score report cards; the provision of a continuum of lifestyle change programs addressing nutrition and fitness; member educational services related to the prevention of chronic diseases; maintenance with the PEIA Pathways to Wellness and West Virginia Portions websites; provision of on-line consumer engagement offerings addressing prevention, disease management and wellness including the use of text messaging, health check reminders and health tips; administration of a fitness discount program; administration of individual fitness and nutrition coaching at worksites and development of prevention and wellness materials and interventions specific to at risk and overweight children.

Due to the complexity of this contract award, the PEIA desires to employ a consultant to assist in the development of a request for proposal (RFP) and further provide assistance to the PEIA in the initial evaluation of the responses.

The successful vendor should have the appropriate credentials, qualifications, knowledge, and experience in providing the necessary support to the PEIA in the relevant program areas. All RFQ proposals must be delivered to PEIA's office no later than 4:00 p.m. EST on October 29, 2010. All responses must be clearly marked as RFQ PROPOSAL with separate sealed Technical and Price proposals labeled and delivered as specified.

All responses should be sent to:
Chip Myers
Procurement Officer
West Virginia PEIA
601 57th St, S.E., Suite 2
Charleston, WV 25304-2345
Work phone: (304) 558-7850, x 52636
Email: Clifford.M.Myers@wv.gov

Basic Bidder Qualifications:

The bidder must demonstrate its ability to meet the following qualifications in order to submit a quotation. Failure to demonstrate the ability to meet these qualifications will automatically disqualify the bidder.

- Minimum of ten (10) years consulting experience related to health care.
- Minimum of five (5) years consulting experience with health care plans with a minimum of 50,000 covered lives.
- Firms responding to this request must submit in writing a synopsis of experience completing relevant projects, of plans with a minimum of 50,000 covered employees, of similar scope and nature completed within the last 36 months.
- The bidder must be completely independent from, and not have any affiliation, partnership or agreement with any prevention, wellness, disease management or third party administrator. Bidder must agree not to accept any commissions, service fees, finder fees, or any monetary remuneration from any potential vendor before the issuance of the RFP. The bidder that prepares the RFP will be ineligible to submit a bid for the contract of any of the TPA services arising from this RFP.
- The successful bidder must be or become a registered vendor in the State of West Virginia to be awarded a contract.
- The bidder must provide three (3) references from previous customers who have utilized the bidder to write and then evaluate a RFP which include the client name, address, contact person, email address and telephone number.
- The bidder providing the quotes will comply with state contracting requirements. (See <http://www.state.wv.us.admin/purchase/vrc/RFQTandC.pdf>)
- The bidder must provide PEIA with financial statements for the last three years. (If the consultant is a public company, audited financial statements are required.)
- The bid proposal will be awarded on a fixed fee contract basis.

The Consultant will provide the PEIA a RFP consistent with the requirements listed below:

- Instructions to bidders including proposal submission form and style; services to be expected; financial viability; staff capacity to service worksites statewide; specific personnel who will be assigned to the project and related experience on relevant projects; data processing capability; lifestyle change interventions addressing fitness and nutrition which can be delivered at worksites; cutting edge educational programs using contemporary communication modes including texting and email; and childhood obesity prevention interventions.
- Develop the RFP in a manner that would allow the bidders to bid on separate or all services being requested by PEIA.
- Detailed questions and tables to be included to determine the proficiency and experience of the vendor in the areas for which the vendor is bidding. The questionnaire will include at a minimum any financial arrangements, sub contractual arrangements, vendor history, any related

accreditations or certifications, staff names, titles and credentials, reporting and performance guarantees, legal and liability conditions, and prevention/wellness administrative service capability.

- Detailed design of a cost proposal that will allow a concise and equitable comparison of all RFP bidders' services in either part or as a whole service provider.
- Proposal requirements to include administrative reporting on trends in biometric data, worksite participation, and outcomes analysis of applicable consumer engagement strategies.
- Measurement criteria that will be used to select the new vendors or finalists.

The Consultant will also provide PEIA with the following:

- A list of potential bidders.
- A written comparison of the evaluations of the RFPs submitted by the bidders with analysis and recommendations, including a comparative analysis of the top three recommendations.
- Availability in the event of an administrative or legal challenge to the prevention/wellness contract award to explain the evaluation process.

PEIA will furnish the consultant with the following:

- A list of potential bidders to be developed by the consultant.
- Background information, data, current challenges and PEIA objectives.
- A draft RFP for prevention/wellness services
- Mandatory contract terms for selected vendors.