



# Request for Quotations

For

## **CONSULTANT SERVICES TO PREPARE A REQUEST FOR PROPOSAL (RFP) FOR PEIA THIRD PARTY ADMINISTRATOR (TPA) SERVICES AND ASSIST IN THE EVALUATION OF RESPONSES**

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

The PEIA has determined that it is necessary to conduct a complete re-bid of the contract for the TPA services for the PEIA. The successful TPA would assume not only the claims processing for all medical claims of the actively employed and non-Medicare retired members and their dependents, but also a wide variety of other services, including, but not limited to; utilization management; prior authorization; disease management; weight control programs; provider profiling; in-state and out-of-state network management; and other ancillary functions.

Due to the enormity and complexity of this contract award the PEIA desires to employ a consulting service 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 must have qualifications, knowledge, and experience in providing the necessary support to the PEIA. **All RFQ proposals must be delivered to PEIA's office no later than 4:00 p.m. EST on Friday, January 4, 2008. All responses must be clearly marked as "RFQ PROPOSAL".**

All responses should be sent to:

**J. Michael Adkins, Deputy Director  
West Virginia PEIA  
State Capitol Complex  
Bldg 5, Room 1001  
Charleston, WV 25305**

**Work Phone: (304) 558-6244, x 230  
Cell Phone: (304) 550-4768  
e-mail: [madkins@wvadmin.gov](mailto:madkins@wvadmin.gov)  
Fax: (304) 558-4969**

**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.
- Within the last 36 months served at least three (3) public sector clients or large employer benefit plans with a minimum of 50,000 covered employees.
- The Bidder must be completely independent from, and not have any affiliation, partnership, or agreement with any TPA. Bidder must agree not to accept any commissions, service fees, finder fees, or any monetary remuneration from any potential TPA vendor before or after 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 Bidder must be or become a registered vendor in the state of West Virginia.
- The Bidder must provide three (3) references from previous customers that have utilized the Bidder to write and then evaluate a RFP.
- The Bidder providing the quotes will comply with state contracting requirements. (See <http://www.state.wv.us/admin/purchase/vrc/RFQandC.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 TPAs including proposal submission form and style; services to be expected; financial viability; network availability; claims processing procedures; utilization management protocols; disease management services; prevention and wellness services; and all other services related to PEIA's Preferred Provider Fee-for-Benefit Plan.
- Develop the RFP in a manner that would allow the TPAs to bid on separate or all services being requested by the PEIA.
- Detailed questions and tables to be included to determine the proficiency and experience of the TPA in the areas for which the vendor is bidding. The questionnaire will include at a minimum any financial arrangements, system interfaces and technical requirement, medical claim administration services, general vendor history, legal and liability conditions, references, reporting and performance guarantees.
- 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 and claim management needs specific to PEIA and any additional costs that may be associated with *ad hoc* reporting requirements.
- Measurement criteria that will be used to select the new carrier or finalists.
- Census data.

**The Consultant will also provide the PEIA the following:**

- A list of potential bidders to be developed with the PEIA.
- A written summary of the evaluations of the RFPs submitted by the bidders with analysis and recommendations, including a comparative analysis of the top three finalists.
- Will be available in the event of an administrative or legal challenge to the TPA contract award to explain the evaluation process.

**PEIA will furnish to the Consultant the following:**

- A list of potential bidders to be developed with the Consultant.
- Any census type data necessary for inclusion in the RFP.
- A draft RFP developed by PEIA for previous TPA awards.