



**Solicitation Information
June 2, 2015**

RFP# 7549627

TITLE: Project Management Services for the Rhode Island All-Payer Claims Database (RI-APCD)

Submission Deadline: July 1, 2015 at 10:30 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: No

MANDATORY:

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE:

LOCATION:

Questions concerning this solicitation must be received by the Division of Purchases at david.francis@purchasing.ri.gov no later than **June 11, 2015 at 10:00 AM (ET)**. 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 RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of The Executive Office of Health and Human Services (EOHHS) is soliciting proposals from qualified firms to provide project management and related services for the Rhode Island All Payer Claims Database Project (RI-APCD), in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov .

The initial contract period will begin on October 1, 2015 for one year. Contracts may be renewed for up to three additional 12-month periods based on vendor performance and the availability of funds.

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 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.
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 visit the website www.mbe.ri.gov
15. Under HIPAA, a "business associate" is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement

SECTION 2: BACKGROUND AND PURPOSE

Background

The Rhode Island All-Payer Claims Database (RI-APCD) is a large-scale database that systematically collects and aggregates enrollment, medical claims, pharmacy claims, and provider data from private payers (e.g. commercial insurers) and public payers such as Medicare and Medicaid. To date, over a dozen states have enacted legislation and/or have started to implement an APCD.

Overview of the RI-APCD

In 2008, the Rhode Island General Assembly enacted Chapter 23-17.17-9, *Health Care Quality and Value Database*. This law directed the Rhode Island Department of Health (HEALTH) to establish and maintain the RI-APCD, and gave HEALTH the authority to require payers, both public and private, to provide person-level claims data for health services paid on behalf of enrollees.

The RI-APCD implementation process is managed by an Interagency Staff Workgroup; a governing body with representatives from HEALTH, the RI Executive Office of Health and Human Services (EOHHS), the RI Office of the Health Insurance Commissioner (OHIC), and the RI Health Benefits Exchange (HealthSource RI or HSRI). These four agencies have committed staff and funding resources to the project.

In July 2013, HEALTH promulgated the Rules and Regulations Pertaining to the Rhode Island All-Payer Claims Database (“Regulations”).¹ These Regulations establish the framework for the submission of health care claims data to the RI-APCD, and detail the process for the release of RI-APCD information to other State agencies, organizations, and individuals engaged in improving, evaluating, or otherwise measuring healthcare. Per the Regulations, any health plan that covers more than 3,000 Rhode Island residents, and any Rhode Island small employer health insurance plan that covers more than 3,000 members, regardless of the State of residency of the member, must submit claims data to the RI-APCD. Based on this definition, the RI-APCD is currently receiving data from seven commercial plans, Medicare and Medicaid.

In addition, the Regulations require that all participating health plans notify members of their right to opt-out of having their data included in the RI-APCD. To help health plans implement this requirement, the State has contracted with a vendor (known as the Lockbox vendor) to host and maintain a secure online website to administer members’ opt-out requests. This portal is available 24/7 and allows all members, regardless of health plan, to opt-out and opt-back-into, the RI-APCD. Under this framework, insurers’ responsibility lies in notifying all members of their right to opt-out, providing the URL for the opt-out website, and maintaining members’ opt-out status in their own records based on flagging supplied by the Lockbox Vendor.

Funding will be through the State Innovation Model (SIM) Model Test grant awarded December 16, 2014.

¹ <http://sos.ri.gov/documents/archives/regdocs/released/pdf/DOH/7305.pdf>

Purposes and Major Uses of the RI-APCD

The RI-APCD will be used to ensure transparency of information about access, quality, utilization, efficiency, and cost of Rhode Island's healthcare delivery system. The long-term goals of the RI-APCD include:

- 1) Providing information about healthcare utilization and costs to inform statewide decisions on improving access, quality, efficiency, and affordability of healthcare;
- 2) Identifying the major healthcare cost drivers in Rhode Island;
- 3) Providing HSRI with the necessary information to design health insurance products and to enter into the most efficient and affordable health insurance contracts;
- 4) Providing OHIC with the information to inform health plan rate review and measurement of OHIC's affordability standards;
- 5) Informing RI Medicaid's health insurance purchasing decisions;
- 6) Enabling the evaluation of new healthcare programs and initiatives, such as Patient-Centered Medical Homes, the Rhode Island Care Transformation Collaborative and Medicaid's medical homes programs; and
- 7) Providing information to researchers, payers, and others in order to improve healthcare value and outcomes.

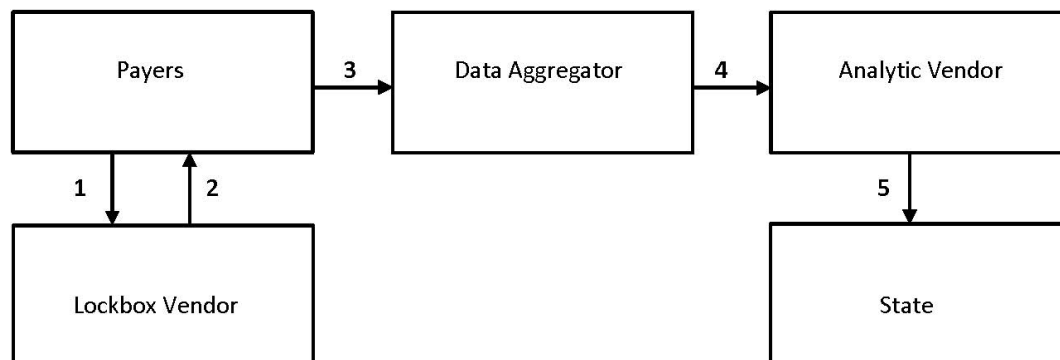
RI-APCD Vendors

The various tasks associated with implementing the RI-APCD include: project management; hosting and managing the opt-out process; creating non-identifiable Unique Member ID's; data collection and aggregation; secure data warehousing; and, analytics and reporting, among others. In Rhode Island, these tasks are divided between four vendors, all of which are currently under contract with the State. The table below delineates the four roles, identifies the current vendor(s) where applicable, and outlines the primary responsibilities of each.

Role	Current Vendor	Primary Responsibilities
Project Manager	Freedman Healthcare	<ul style="list-style-type: none"> • Manage all vendors, facilitate APCD development and implementation • Manage data release process • Subject matter experts on APCD development, operations and reporting • Work with stakeholders to develop specifications for Reporting Packages
Lockbox Vendor	Arcadia Healthcare Solutions	<ul style="list-style-type: none"> • Collect person-level opt-out information • Build Master Person Index, establish Unique Member ID's
Data Aggregator	Onpoint Health Data	<ul style="list-style-type: none"> • Develop data collection specifications • Provide ongoing support to data submitters • Front-end data collection, aggregation, and production of quarterly extract to Analytic Vendor • Claims versioning • Develop and maintain Master Provider Index • Integrate Medicare data into database
Analytics Vendor	3M Health Information Systems	<ul style="list-style-type: none"> • Receive and validate extract from Data Aggregator • Provide analytic value-added services • Develop/maintain/update reporting and querying software solution • Produce and refine Reporting Packages

RI-APCD Data Flow

The diagram below depicts how data flows through the RI-APCD.



- 1) Payers send member eligibility file to the Lockbox Vendor (based on “RI-APCD Data Submission Schedule”, below).
- 2) Lockbox Vendor returns member eligibility file to payers. This returned file has cross-payer Unique Member ID’s and flags members who have opted-out of the APCD via the opt-out website.
- 3) Using Unique Member ID’s and excluding members who have opted-out, payers send de-identified member eligibility, medical claims, pharmacy claims, and provider files to the Data Aggregator.
- 4) Data Aggregator consolidates and cleans the data, adding in the Medicare data, and produces an extract for the Analytic Vendor.
- 5) Analytic Vendor makes sure the data extract received from the Data Aggregator is accurate and complete, implements the value-added components, and produces reports and direct query capabilities via a reporting and querying software solution (e.g. business intelligence tool or its equivalent).

RI-APCD Data Submission Timeline

The Regulations promulgated in 2013 detail the process for data submission and establish the schedule for when payers must submit files to the RI-APCD. This data submission schedule was predicated on the release of the Technical Submission Guide (also known as the “Technical Specifications Manual”), which details the specific data elements and the configuration of files that payers must submit.² The Technical Specifications Manual was released to all payers on January 15, 2014.

² <http://www.health.ri.gov/materialbyothers/RIAllPayerClaimsDatabaseTechnicalSpecificationsManual.pdf>

SECTION 3: SCOPE OF WORK

General Scope of Work

The Contractor shall provide ongoing project management services and subject matter expertise for the continued design, development, and implementation of Rhode Island's All-Payer Claims Database (RI-APCD). The Contractor must complete the activities described below. For the initial contract year we expect hours for Project Management to range from 115-130 per month and Subject Matter and Technical Expert hours to range from 10-40 per month. In the optional future contract years we will expect this to taper down to approximately half these amounts.

Specific Activities / Tasks

Activity 1.1 Project Management: APCD Implementation

Work in partnership with the RI-APCD Inter-Agency Staff Workgroup (ISW) to provide project management to implement the APCD:

- Facilitate regular weekly meetings to achieve consensus on project direction and major strategic decisions. Related tasks include: developing agendas; drafting memos and emails for state staff to distribute to carriers and interested parties; facilitating monthly meetings with data submitters; developing discussion documents, creating presentations to agency commissioners, and budget tracking and reporting.
- Provide ongoing supervision of Data Aggregator, Lockbox, and Analytic vendors. Related tasks include: management of vendor timelines and deliverables; reviewing and editing all carrier communications drafted by vendors; advising on regulatory compliance issues including variance requests, facilitating weekly check-in meetings
- Assist with developing application to obtain Medicare Data
- Frame options and planning sessions to develop long-term funding solutions and multi-agency governance strategy.
- Draw on experiences from other APCD states to provide insight into successful strategies as well as commonly encountered risks and successful mitigation strategies
- Provide technical assistance and subject matter expertise by utilizing staff with specific expertise in the development/operations of an APCD and development of APCD reporting plans.
- Assist with stakeholder management. The Contractor shall provide public communication around the APCD project, and ensure/facilitate ongoing communication with the State's APCD partners – Medicaid and private payers.

Activity 1.2 Management of Data Release Process

In compliance with Part II, Section 7.3 of the APCD Regulations, the Contractor shall:

- Draft a plan for APCD public data access/transparency, including software and other detailed specifications;
- Develop a meeting schedule for the Data Review Board to ensure timely review of all applications for data release;
- Schedule and convene all Data Review Board meetings;

- Attend all meetings of the Data Review Board in person; prepare meeting materials, including a summary of each request and evaluation materials;
- Prepare regular meeting minutes of the Board’s deliberations, to be posted on the Secretary of State’s website, within one week of each Board meeting;
- Work with the State to post all requests for RI-APCD data on the RI HEALTH website for a minimum of ten (10) business days, to invite written public comments;
- Upon review by the Board, approval by the Director, and receipt of the associated fee, assure the production and transmittal of all approved datasets;
- Prepare a monthly report of all data requests received, denied, and granted;
- Work with the Analytic Vendor to design and implement a data release application through which all applicants may satisfy the requirements of the Regulations. This application will be subject to State review and approval; the Contractor shall incorporate State’s changes.

Activity 1.3 Development and Refinement of Reporting Specs and Measures

Using the evolving list of reporting specifications developed by the APCD Project Management vendor in collaboration with internal and external stakeholders, the Contractor shall work closely with the State and the Analytic Vendor to refine and develop APCD reports based on State feedback.

- Look at industry standards to identify relevant metrics and reports;
- Work with internal stakeholders and the Analytic Vendor to select appropriate metrics of cost and performance to support State reporting objectives;
- Work with external stakeholder to understand the types of RI-APCD data they are interested in;
- Refine the preliminary list of reports based on State feedback.
- Facilitate the training of APCD users by the analytic vendor including the development and signing of confidentiality agreements etc.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Staff Qualifications – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of health insurance claims analysis in general and all payer claims databases in particular, if any.
2. Capability, Capacity, and Qualifications of the Offeror – Please provide a detailed description of the Vendor’s experience in project management, including experience in all payer claims database development. 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 requested project management services will be performed. The following elements must be included: 1) meeting frequency and structure for ISW, data aggregator, data submitters, and

analytic vendor, 2) methods for documenting meeting activities and decisions, 3) methods for tracking project goals and progress.

- 4 Approach/Methodology – Describe the approach to ensuring that the data aggregator, lock box vendor, analytics vendor, and data submitters comply with prescribed deadlines. Define methodology to work with data submitters to improve data quality and completeness with each successive data submission.

SECTION 5: COST PROPOSAL

Detailed Budget and Budget Narrative:

Provide a **separately sealed and signed cost proposal** for fees charged for the project management services outlined in this proposal. Fee structure should be on a time & materials basis with travel costs.

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 higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

EOHHS 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

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

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.

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 # 7549627** 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 7549627 Project Management Services for the Rhode Island All-Payer Claims Database (RI-APCD)**" 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 shall include the following:

1. One completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One completed and signed W-9 (included in the original copy only) 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). Resumes of key staff that will provide services covered by this request are to be provided and can be included as Appendices.
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 (CD-ROM, disc, 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 State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>