

**THE SCHOOL DISTRICT OF PITTSBURGH**  
**(Pittsburgh, P.A.)**

**REQUEST FOR PROPOSALS**  
**RE-PRICING OF WORKERS' COMPENSATION MEDICAL BILLING**  
**AND TELEPHONIC FIRST NOTICE OF INJURY SERVICES**

**Issuance Date: Friday, February 15, 2016**  
**Submission Date: Friday, March 11, 2016**

**Introduction**

The purpose of this Request for Proposals (“RFP”) is to obtain Re-pricing of Workers’ Compensation medical billing services for the School District of Pittsburgh (the “School District”).

The School District shall not bear any costs or obligation with regard to the preparation of a proposal. Any proposals submitted shall be honored for a period of no less than 60 days.

**Scope of Work**

The School District of Pittsburgh requests proposals to conduct re-pricing of Workers’ Compensation medical billing for the period beginning July 1, 2016 and ending June 30, 2019, with the option to renew the agreement for an additional period of three-years. The Re-pricing Company shall perform the services with care, skill and diligence, in accordance with the Workers’ Compensation Act and be responsible for the professional quality, technical accuracy, completeness and coordination of services furnished under the Act.

The engagement shall include telephonic first notice of loss reporting, coding review and rebundling, state-of-the-art rules engine, PPO management, multiple quality control checks, rapid turn around, utilization agreements integrated with UM services, usual and customary review, fee schedule analysis, pharmacy review, inpatient line item review, enhanced EDI interfaces, hospital line item bill review, fee negotiation and ability to define reports upon request, and in accordance with the Act, all requirements deemed necessary regarding bill re-pricing and telephonic first notice of loss/report of injury regulations. The successful bidder will also provide telephonic first notice of loss/report of injury services to the District.

The District reserves the right to include or exclude any individual bill or group of bills as it sees fit in the best business interest of the District, at the District’s sole discretion.

**Timetable/Response Submittal**

Selection of the firm will be made based on the proposals submitted and possibly oral interviews, if needed. A tentative timetable for the selection of the utility invoice auditor is provided below:

- February 15, 2016                      Release of RFP
- March 11, 2016                         Receipt of Proposals
- April 27, 2016                         Legislative Approval by Board of School Directors

Upon the release of this RFP and during the conclusion of the selection process, there shall be no communication between any prospective respondents and/or their lobbyist, authorized/unauthorized agent(s) with any staff of the School District, or any elected or appointed official of the School District and/or their staff, except as provided for in the RFP. Any violation of this provision by any prospective firm and/or its agent shall be immediate grounds for disqualification.

All proposals for re-pricing shall be submitted to the School District as follows:

<p>Pamela R. Capretta Executive Director &amp; Facilities Management School District of Pittsburgh 341 South Bellefield Avenue Pittsburgh, PA 15213 Tel: (412) 529-3845 Fax: (412) 622-3857</p>
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One (1) original and four (4) copies of the proposal shall be prepared and submitted to the School District in such form as is set forth in this RFP by 12:00 p.m. on Friday, March 11, 2016.

Proposals, including any/all attachments, cover letter and tabs should not exceed fifty (50) pages in length on 8 ½" X 11" paper, single spaced using a minimum font size of 10 pt.

Proposals should be submitted in accordance with the instructions detailed below. The School District reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, the School District reserves the right to reject any and all proposals and to waive irregularities.

Proposals which are submitted in electronic format or faxed will not be accepted.

Any questions regarding this RFP should be addressed to Pamela Capretta at 412-529-3845.

### **Specific Response Requirements**

Responses should address the following questions or requests for information and be organized so that the specific questions or requests for information each begin on a new page with the question repeated at the top of the page.

#### **I. Letter of Transmittal**

Each proposal should be accompanied by a letter of transmittal which summarizes key points of the proposal and which is signed by an officer of the firm who is responsible for committing the firm's resources. Please indicate the location of your firm's offices in the Commonwealth of Pennsylvania.

#### **II. Service Team**

Provide brief resumes for the following individuals who will be assigned to the School District's account, including any relevant experience for each individual. Please include only those individuals who will work on behalf of the School District.

#### **III. Firm Experience**

Describe the firm's relevant bill re-pricing and 1-800 first notice of injury experience for the past 2 years, including the following categories:

- A. All Pennsylvania school districts.
- B. All State and local governments.
- C. All Pennsylvania self-insured entities.

Please include the names and contact information for at least three references from the above three categories.

#### **IV. Plan of Work**

Please provide a very detailed plan of work describing how your firm would accomplish the work requested in the scope of work. Please address each of the following questions:

- Will a dedicated person/team be assigned to perform the entire medical bill re-pricing for the Pittsburgh Board of Education?
- Where will the re-pricing of bills be performed?
- Describe your medical bill review process and the hospital bill review process
- Please be specific in describing your fee structure, such as per line charges, minimums, nurse review, header charges, and PPO savings percentages, duplicates, etc.
- What is your average turn around time for bill re-pricing, and how is this monitored?
- What other services are included in your re-pricing fees, such as pre/post utilization review, unbundling, etc.
- How often have you had to defend your bill reductions to the PA Bureau of Workers' Compensation?
- Please provide examples of report formats. Can reports be customized? Are nurse reviews, PPO and fee schedule fees itemized within your reports/invoices?
- The School District of Pittsburgh will retain ownership of the medical bill re-pricing data. If your contract is terminated or not renewed, what steps will you take to ensure a smooth transition to the new re-pricing company? Are there any limitations on information and data transfer?

#### **V. Pricing Strategy**

Please detail the cost proposal for the engagement.

#### **VI. Firm Information/Equal Employment Opportunity**

- A. Describe your firm's equal employment opportunity policies and programs.
- B. Has your firm or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your firm's business or have any of your firm's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense involving financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.

- C. Has your firm, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter rising directly or indirectly from the conduct of your firm’s business which is still pending or have any of your firm’s officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving financial misconduct or fraud which is still pending? If so, please describe any such indictments and surrounding circumstances in detail.
  
- D. Please describe (i) any material financial relationships that your firm or any firm employee has with any surveillance companies, vocational rehabilitation companies, diagnostic testing providers, law firms or other persons or entities that may create a conflict of interest in acting as a utility invoice auditor to the School District; (ii) any family relationship that any employee of your firm has with any public servant that may create a conflict of interest, or the appearance of a conflict of interest in acting as a consultant to the School District and (iii) any other matter that your firm believes may create a conflict of interest of the appearance of a conflict of interest in acting as a consultant to the School District. Please describe any procedures your firm either has adopted, or would adopt, to assure the School District that a conflict of interest would not exist for your firm in the future.

**VII. Evaluation Criteria and Selection Process**

The contract(s) will be awarded to the qualified proposer(s) whose proposal is most advantageous to the School District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of award. Rather, the total scores will guide the School District in making an intelligent award decision based upon the evaluation criteria.

The School District reserves the right to request oral presentations from those firms determined to be in a competitive range and shall use the information derived from these oral presentations, if any, in its evaluation.

The School District anticipates selecting one workers’ compensation bill re-pricing firm. Firms will be evaluated using the following criteria to determine those which best meet the needs of the School District.

<b><u>Workers’ Compensation Bill Re-Pricing</u></b>	<b><u>Points</u></b>
Ability to Meet the Needs of the School District	50
Experience and Qualifications	25
Pricing Strategy	25