



**REQUEST FOR PROPOSALS  
FOR  
Medical Provider Network Services**

**Issued by the  
The Garden State Municipal Joint Insurance fund**

**October 2, 2017 by 2pm**

**Responses Due by:**

**October 23, 2017  
2PM**

**REQUEST FOR PROPOSALS (RFP)  
FOR  
Medical Provider Network Services**

**I. PURPOSE AND INTENT**

Through this Request for Proposals (RFP), the Garden State Municipal Joint Insurance fund (hereinafter the “Fund”) requires access to a Preferred Provider Network. The Fund seeks to engage a vendor as a Provider Network for the 2018 fund year commencing January 1, 2018 or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq.

**II. PROPOSAL SUBMISSION**

Submit (a) one original paper copy, clearly marked as the “ORIGINAL” plus an electronic copy in Word format on a Flash Drive. The proposal must be addressed to:

Garden State Municipal Joint Insurance Fund  
c/o NIP Group, Inc.  
900 Route 9 North / Suite 503  
Woodbridge, New Jersey 07095

**The proposal must be received by October 23, 2017 by 2:00 p.m.**

**Faxed or E-Mailed proposals will NOT be accepted.**

**Any inquiry concerning this RFP should be directed in writing to:**

Madeline Delgado  
Executive Assistant  
Garden State Municipal Joint Insurance Fund  
900 Route 9 North / Suite 503  
Woodbridge, NJ 07095

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Fund will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Fund reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Fund further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Fund reserves the right to re-solicit proposals.

### **III. GENERAL INFORMATION ON THE FUNCTIONS OF THE FUND**

The Fund is organized pursuant to NJSA 40A: 10-36 to provide property/casualty insurance to its member local units. The Fund also provides its members with a comprehensive risk control and claims management program. The Fund is controlled by Board of Fund Commissioners that annually elects an executive committee. The Fund is regulated by the Department of Banking and Insurance and the Department of Community affairs.

### **IV. SCOPE OF SERVICES**

Preferred Provider Organization has contracts with Preferred Providers (hereinafter “Participating Providers”) to provide medical and related services at pre-negotiated fees to the covered individuals of the FUND. The FUND will have access to those pre-negotiated fees for medical and related services delivered to such employees by Participating Providers in the network. The Preferred Provider Organization represents that it has thoroughly researched and developed the know how and technology to comply with specific states’ laws to reimburse providers for fees and services as they relate to injuries sustained at work and that it has made provisions and it will obtain necessary updates on medical payments and make necessary changes in payments as outlined in specific sections of fee schedule regulations and usual, customary and reasonable fees in order to perform the services stated herein and agrees to provide the following services:

- 1) Establishment and maintenance of an adequate network of hospitals, physicians, laboratories and other appropriate facilities, available 24 hours a day, seven days a week.
- 2) Provide access, to individuals covered under the FUND, to the Preferred Provider Organization network of hospitals, physicians, laboratories, and other appropriate facilities for treatment of work related injuries and health conditions.
- 3) Perform Health care provider and facility credentialing in compliance with URAC/NCQA standards.
- 4) Require complete medical documentation of all provider bills.
- 5) Re-price provider bills by applying the current Preferred Provider Organization discount schedule rates to all billings from Participating Providers for work injury and health condition related medical services provided to individuals covered by the FUND.
- 6) Furnish FUND or it’s designee with an explanation of benefits (EOB) indicating the approved payment for services rendered. Turnaround time on bill re-pricing and EOB 7) distribution should not exceed five (5) working days. The Preferred Provider Organization shall provide the FUND with quarterly reports showing the re-pricing turnaround time per bill and on average. Any bill for which re-pricing took longer than 10 days shall include an explanation of the circumstances that caused the delay.

7) Attempt to negotiate discount arrangements with out-of-network providers where appropriate. The FUND acknowledges that these discounts may be lost if the FUND does not pay the claim in a timely manner. The Preferred Provider Organization in no way guarantees that a discount can be or will be negotiated.

8) Cooperate with all audits requested or performed by FUND or its designee, at a mutually convenient time.

9) Provide monthly informational savings reports on claims handled in a manner acceptable to the FUND.

10) Meet, as needed, with the FUND or its designee or member authorities to ensure and maintain strong communication and working relationships.

11) The Preferred Provider Organization agrees to cooperate with the FUND or its designee to implement various data and medical bill payment information transfer procedures where necessary in order to ensure the timely and orderly payment of medical bills.

## **V. MANDATORY CONTENTS OF PROPOSAL**

In its proposal, the firm must include the following:

1) Contact Information: Provide the name and address of the firm, the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.

2) A fee proposal for the 2018 fund year. Fee structures that include caps on per medical bill fees and annual total fees must be included in the proposal.

3) An executive summary of not more than two pages identifying and substantiating why the vendor is best qualified to provide the requested services.

4) A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor. Also include a copy of the data forms required by the Department of Banking and Insurance pursuant to NJAC 11:15 – 2.6 (c) 8.

5) A description of the vendor's experience in performing services of the type described in this RFP. Specifically identify client size and specific examples of similarities with the scope of services required under this RFP.

6) A description of resources of the vendor (i.e., background, location, experience, staff resources, financial resources, other resources, etc.).

7) The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey. Specifically, the vendor must state in its proposal whether or not the vendor is registered as a small business enterprise ("SBE") with the New Jersey Commerce and Economic Growth Commission New Jersey's Set-Aside Program.

8) Provide references including the contact names, titles and phone numbers.

9) In its proposal, the vendor must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Fund.

## **VI. INTERVIEW**

The Fund reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Fund reserves the right to request clarifying information subsequent to submission of the proposal.

## **VII. SELECTION PROCESS**

All proposals will be reviewed to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy the minimum requirements, the Fund will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- (a) The vendor's general approach to providing the services required under this RFP.
- (b) The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP
- (c) The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
- (d) The overall ability of the vendor to mobilize, undertake and successfully complete the engagement within the timeline. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed; the vendor's contract management plan, including the vendor's contract organizational chart.

## **VIII. SELECTION CRITERIA**

The Fund will select the vendor deemed most advantageous to the Fund, price and other factors considered. The contract between the Fund and the selected vendor(s) shall be comprise the contract, this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

**TABLE 1**

### **ANTICIPATED PROCUREMENT SCHEDULE**

	<b>ACTIVITY</b>	<b>DATE</b>
1.	Issuance of Request for Proposals	October 2, 2017
2.	Receipt of Qualification Statements	October 23, 2017
3.	Completion of Evaluation of Qualification Statements by the Review Team	November 10, 2017
4.	GSMJIF Review of Review Team Recommendations	November 22, 2017
5.	Designation of Qualified Respondents	December 20, 2017