

RFP TO PROVIDE VENDOR PAYMENT SERVICES

SUMMARY:

We are looking to partner with a company to process a large volume of invoices and require the following specifics:

- (1) Collect invoices from the vendors;
- (2) Analyze invoices to ensure accuracy; and
- (3) Process payments in a timely manner (30 days from invoice date).

SCOPE OF WORK:

Norfolk Southern Corporation is a Fortune 500 company headquartered in Southeastern Virginia with a network that spans 22 states and Canada.

Currently we conduct ~20,000+ physicals and other medical services per year. These medical services are administered by approximately 250 contracted doctor offices located across our network. Each invoice is coded (type of physical /department) and processed in-house which can take up to 50 hours per week.

The medical physicals fall into the following broad categories and with an approximate number conducted annually:

- **Pre-employment** – dependent upon annual hiring goals up to 4,000 per year
- **Periodic** - our largest group of physicals @ 13,000 per year
- **Return-to-Work and Fitness for Duty** - a smaller, but often more expensive set of physicals @ 500-1000 per year
- **Other** – specialty physicals for hazmat operators, police, etc. and others as required

WHAT WE REQUIRE:

- Vendor will pay all incoming invoices in a timely manner and provide a single monthly invoice. We'd be willing to establish a cash draw-down account if that is a preferred solution.
- Medical coding, all bills would be coded by type of physical and department (user list would be provided).
- Billing validation and vendor/rate negotiations. This would be the value added portion of this quote as it's something we're currently not doing. We would like the vendor to look at all invoices and determine if we're paying a fair price for the service offered. If we're not, we'd like them to engage the clinic in price negotiations. An alternative solution would be for the service to alert us when a clinic is charging too much.
- Reporting, we'd like a full list of services provided.

If your company is interested in responding to this RFP, please send an email to rita.super@nscorp.com on or before August 15, 2014.