

IAIABC Request for Proposal

Objective

The International Association of Industrial Accident Boards and Commissions (IAIABC) is seeking high level reviews of: its current data reporting standards; the needs of its jurisdictional members, and identification of opportunities to increase efficiency in the data reporting process. This high level external review is expected to provide the foundation of a strategic plan to guide the IAIABC's data reporting standards program.

History

The IAIABC is a non-profit Association of workers' compensation administrative agencies (jurisdictions) and their associated customers (carriers, self-insured employers, third-party administrators, service vendors, etc.), whose mission is to advance the efficiency and effectiveness of workers' compensation systems around the world. One of the IAIABC's core programs is the Electronic Data Interchange (EDI) Program which develops data reporting standards used by states to collect claims, coverage, and medical information from workers' compensation payers and claims administrators.

Workers' compensation is regulated at the state-level and each state's laws, procedures, and data reporting requirements are different. The IAIABC EDI Program began in the 1990's with the goal of promoting standard data reporting requirements across jurisdictions. The IAIABC EDI Program started with the development of a core set of data elements/definitions to be used in reporting workers' compensation claims information. The program has since expanded to include standards for reporting insurance coverage and medical billing data. 37 states currently use at least one IAIABC EDI reporting product.

IAIABC EDI products were originally developed as flat files which economized on both the transmission speed and storage needs. However, the data transfer environment has changed significantly in the past twenty years. The IAIABC has maintained its EDI products to respond to immediate member needs but has no strategic direction to ensure its future success.

Scope of Project

The project must address the following areas:

A. *Review the IAIABC EDI Program*

The IAIABC's data reporting standards are currently developed and managed through a consensus-based volunteer community, led by the EDI Council. The review should:

1. Analyze the structure and governing procedures of the IAIABC EDI Program and compare them with other standard setting organizations.

2. Analyze the current EDI products, focusing on usability and ease of implementation for both jurisdictions and data reporters.
3. Review the IAIABC's EDI Program structure and current procedures for developing, maintaining, and implementing EDI products.
4. Conduct customer evaluation of EDI program, highlighting strengths and weaknesses of current leadership structure and product offerings.
5. Include recommendations on the proper method for protection and maintenance of our intellectual property to protect data reporting standards going forward.

B. Jurisdictional Needs Assessment

Jurisdictions collect data for various regulatory and management functions. A survey of IAIABC member jurisdictions should be conducted to identify what data they are required to collect from external stakeholders and how that data is used to monitor compliance and perform system analysis. The assessment should include:

1. Catalogue of data collection needs of member jurisdictions and summary of how data is currently used by jurisdictions.
2. Evaluation of how current IAIABC EDI reporting standards meet the data collection needs of member jurisdictions and recommendations of how current products can be improved to take advantage of current IT capabilities.
3. Evaluation of how current data reporting standards can respond to jurisdictional research and analysis needs.

C. Opportunities to Improve IAIABC Data Reporting Standards

Based on the data reporting needs of the jurisdictions, the final report should identify opportunities for the IAIABC to improve its data reporting standards program.

1. Recommendations should include suggested improvements to current EDI products to increase their utility for jurisdictions including the ability to leverage current data transfer technology.
2. In addition, the report should identify opportunities to expand or develop new products related to data collection.
3. Identify opportunities for additional products or services to compliment data reporting standards and promote the use of data for system management and analysis.

Deliverables

The contractor will prepare a comprehensive written report, including presentation media, which details the key findings and highlights areas of improvement and opportunity for the IAIABC's data reporting standards program.

Timeline

January 11, 2013	RFP Issued
January 30, 2013	Proposals Due
February 13, 2013	Contract Awarded
April 10, 2013	Interim Report: EDI Program Review
July 15, 2013	Interim Report: Jurisdictional Needs Assessment
September 1, 2013	Final Report

Contractor Qualifications

The IAIABC is seeking consulting services from groups or individuals with experience and expertise in the analysis of program operations and management, particularly implementation of IT solutions for data collection by governmental agencies. Information should be provided that demonstrates the consultant's experience with:

- Government agency operations
- Non-profit organizations including related boards and committees
- General creation and management of IT programs
- Issues around creation/maintenance of national standards for data transfers

Proposal Requirements

The project proposal must include the following components:

- Cover letter expressing interest in the project. The letter should include the legal name of the organization, the organization's address, and contact information for the executive official and the person responsible for preparing the proposal.
- Description of work plan and project schedule to meet deadlines enumerated above.
- Names, qualifications, and relevant education and experience for each individual assigned to the project.
- Description of two (2) projects recently completed that demonstrate contractor qualifications enumerated above with specific contact person/references from the project entity.
- Minimum of three (3) additional references from other completed projects.
- Anticipated utilization of IAIABC Staff, Association leaders and any other resources in support of the project.
- The proposed cost of the project should include all fees for labor, travel, reimbursable costs and other anticipated costs.

Proposal Submission

Proposals should be submitted electronically to Jennifer Wolf Horejsh at jwolf@iaiaabc.org by **January 28, 2013**.

Selection Process

Proposals will be evaluated by a subcommittee of the IAIABC Executive Committee including the Executive Director. The subcommittee will conduct interviews as needed. Analysis of potential conflict of interest between the proposed contractor and the IAIABC will be among the selection criteria. The subcommittee will submit recommendations to the IAIABC Executive Committee for final approval.

Award of Contract

Contracts will be awarded after approval by the Executive Committee. No work shall commence until a contract is signed by the IAIABC and contractor. In the event the parties cannot negotiate and execute a contract within thirty (30) calendar days, IAIABC reserves the right to terminate negotiations without obligation.

Questions

Questions should be directed to:

Jennifer Wolf Horejsh, Executive Director

IAIABC

e: jwolf@iaiaabc.org

p: 608.663.6355