

**School Employees Health Care Board
30 EAST BROAD STREET, 24th FLOOR, COLUMBUS, OH 43215**

REQUEST FOR QUOTE (RFQ)

To Conduct an Annual Health Status Study

Project Dates September 2010 through May 2013

Quote Due Date: July 30, 2010 by 12:00 PM EST

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I. Introduction and Background

A. Purpose of Request for Quotes

The School Employees Health Care Board (SEHCB) is seeking quotes from qualified applicants to conduct an annual health status study. According to O.R.C. § 9.901(A)(1), all health care benefits provided to persons employed by Ohio public school districts and educational service centers shall be provided by health care plans that contain best practices established by the School Employees Health Care Board (SEHCB). The SEHCB is responsible for, among other things, adopting and releasing a set of standards that are the best practices public school districts and educational service centers must adhere to in the selection and implementation of health care plans. The SEHCB also prepares and distributes to the public an annual report on the status of health plan sponsors' effectiveness in reducing the rate of increase in insurance premiums and employee out of pocket expenses, as well as progress in improving the health status of school district employees and their families (O.R.C. § 9.901(G)(7)). This project will provide the SEHCB with the data to write the health status portion of the annual report.

This RFQ constitutes a 'work for hire' and that SEHCB is the owner of the database and the report, and that the contractor will not attempt to utilize the data or report in any way without the specific authorization by the Executive Director of the SEHCB.

Failure to meet any deadline in the submission or evaluation phase, or objection to performance dates, will result in the elimination of the Vendor from consideration.

B. Eligibility

Public and private institutions of higher education and other organizations or individuals providing research and evaluation services are qualified to submit quotes for this evaluation. Applicants must demonstrate knowledge of scientifically based research in health care measurement and online survey administration.

All quotes must conform to the specifications listed in the **Instructions** section of this RFQ and must be submitted no later than on **July 30, 2010 by 12:00 PM EST**.

Quotes must be sent to:

Cheryl Reeves, Program Manager for SEHCB 30 East Broad Street, 24th Floor, Columbus, Ohio 43215.

C. Funding

This RFQ solicits quotes to engage in this evaluation work beginning upon approval and completion of a signed contract. Continuation of this contract beyond FY11 will be contingent upon satisfactory completion of all proposed research activities, timely receipt of deliverables, and upon continued funding for the project. The RFQ will be awarded on August 3, 2010.

D. Background

One of the goals of the SEHCB's best practices is to reduce the costs of health care for public school districts and employees and improve public school employee's health. SEHCB needs to identify a contractor to host an annual online survey of public school employee health status using the SF-12.v2 Health Survey instrument form to measure the effectiveness of its best practices regarding the health status of school employees and their (adult) dependents. The SF-12v2™ Health Survey instrument is a self-reported 12-item questionnaire that measures functional health and well-being across 8 health domains within 2 component summary measures. This instrument will be used in each of the next three years effective 2011-2013 and possibly beyond.

E. Measurement of Health Status Changes Over Time

Evaluation of whether the health status of public school employees and their dependents who participate in health plans that are in compliance with all SEHCB best practices will demonstrate an increase in SF-12v2™ Health Survey summary health status scores over time.

Deliverables

- Contractor will obtain a license from QualityMetric to utilize the SF-12v2™ survey instrument.
- Contractor will work with QualityMetric to host online survey process annually
- Contractor will build a simple random sample of a list from each compliant SD/ESC and will include name, gender, birth date, coverage type and zip code
- Contractor will contact each potential survey participant, obtain their consent, and provide them with a unique username and password to complete the survey instrument online
- Contractor will build a de-identified database from which to extract summary and scale scores
- Contractor will complete a written report of health status score measurement over time using 2011 as the baseline

II. Instructions for Quote Submission

A. General Instructions

These instructions describe the required components for a responsive quote. Each quote must follow the format outlined below. All pages should be sequentially numbered.

Prospective candidates should provide a quote of no more than 10 pages (excluding resumes) outlining a proposed approach to the evaluation of the project as described. Candidates should provide information regarding previous experience with similar projects and describe their capacity to carry out the work with health status surveys.

The SEHCB may reject any quote that is not in the required format, does not address all the requirements of this RFQ, or that does not meet the objectives of this request. In addition, SEHCB may cancel this RFQ, fund a portion of the project, reject all quotes and seek to do the

work through a new RFQ or other means if no quotes are deemed acceptable. Quotes must be received by SEHCB no later than **12:00 PM EST on July 30, 2010**. Quotes should be sent to:

Cheryl Reeves, Program Manager for SEHCB 30 East Broad Street, 24th Floor, Columbus, Ohio 43215.

B. Quote Components

Each quote must contain the following:

- Cover Letter
- Applicant Profile
- Methodology / Design / Work Plan
- Personnel Plan
- Project Schedule
- Budget

Cover Letter

The cover letter must be in the form of a standard business letter and must be signed by an individual authorized to legally bind the applicant. The letter must include the following:

- A statement regarding the applicant's legal structure (e.g., an Ohio corporation), federal tax identification number, and principal place of business.
- A list of the people who prepared the quote, including their titles.
- The name, phone number and fax number of a contact person authorized to answer questions regarding the quote.
- Assurance that the applicant is not subject to an "unresolved" finding for recovery under O.R.C. § 9.24.

Applicant Profile

The applicant profile must include the applicant's legal name; address and telephone number; home office location; date established; ownership (e.g., public firm, partnership or subsidiary); and firm leadership (e.g., corporate officers and owners). The profile must provide a succinct summary of the applicant's qualifications and describe the applicant's ability to conduct the evaluation including:

- Capacity to meet the RFQ requirements;
- Sufficiency of office facilities, technology and support mechanisms;
- Financial stability and capacity;
- Experience with similar large-scale projects; and

The applicant profile must also include contact information (names, titles, phone numbers, e-mail addresses) and permission to contact three references familiar with the applicant's performance in undertaking similar projects.

Methodology

Participants

Participants for the research study will be randomly selected from a list of health plan participants in health plans that comply with the School Employees Health Care Board's best practices as of September 1, 2010 and annually thereafter. This list will be generated by the SEHCB and given to the contractor, who will develop a simple random survey. A new simple random sample of such health plan participants will be chosen by SEHCB staff and delivered to the contractor in the same manner annually. According to the Ohio Department of Education, the total number of staff employed by school districts and educational service centers in school year 2008-2009 was 230,067 (Ohio Department of Education, 2010).

Instrument

The SF-12v2™ Health Survey instrument is a self-reported 12-item questionnaire that measures functional health and well-being across 8 health domains within 2 component summary measures. The physical health summary measure is composed of physical functioning, role-physical, bodily pain, and general health scales, while the mental health summary measure aggregates vitality, social functioning, role-emotional, and mental health scales. The psychometric properties of the instrument are summarized in the literature (Ware, Kosinski & Keller, 1996) and in the SF-12 manual (available via a licensing agreement with QualityMetric (<http://www.qualitymetric.com/>)). Through the Research and Measurement committee, the SEHCB has a license for QualityMetric.

Design

The study will employ a cross-sectional survey research design using simple random samples of the population of public school district and educational service center employees and their spouses who participate in health plans that comply with SEHCB best practices. A new simple random sample of 2,000 will be drawn by the contractor from this population on or about October 1 annually. The contractor will send a letter to each of the 2,000 participants by November 15 annually with a unique username and password and obtain their consent. Postcard and email reminders will be sent by the contractor throughout January and February.

Project Schedule

The applicant shall provide a proposed plan in a format that identifies milestones, timelines, task objectives and deliverables. The plan will include appropriate graphics (e.g. Gantt Chart and PERT diagrams).

Budget

A deliverable-based budget must be included in the quote. All anticipated needs for providing each deliverable must be included in its cost, including but not limited to, staff time, materials, copyright permissions, consent, software, and administrative support. The applicant must include an itemized breakdown of these deliverables and a budget narrative

explaining how each cost was calculated and the deliverable cost relative to the total project budget. This will be a three-year renewable contract based on satisfactory completion of deliverables and the availability of continued project funding. Payment will be made upon satisfactory completion of all deliverables and submission of an acceptable invoice at the conclusion of each project year. Deliverables for a second year will be similar to those in year one. Applicants should include a second and third year budget based on these deliverables. The applicant understands and accepts these funding contingencies.

C. Submission Instructions

The narrative portion of the quote should not exceed ten (10) pages, using 12-point font, double-spaced and one side only. Please provide a heading for each narrative section. Vitae and other supporting documents should be included as appendices.

Applicants must submit one paper original in an indexed binder and eight paper copies (collated and stapled). The original must include original signatures of authorized persons. An electronic copy of the quote must also be submitted (in MS Word on a CD). Clearly mark the submission "Annual Health Status Survey" on the outside of the envelope. **Fax and e-mail transmissions will not be accepted.** Applicant institutions may submit only one quote in response to this RFQ. Applications are due no later than **12:00 PM EST on July 30, 2010**. Quotes must be submitted to:

Cheryl Reeves, Program Manager for SEHCB, 30 East Broad Street, 24th Floor, Columbus, Ohio 43215

III. Inquiry Information

All inquiries must be submitted by e-mail. Inquiries about specific information contained in the RFQ must reference the relevant part of the RFQ and the appropriate heading. The inquiry must contain the name of the prospective applicant's representative who is responsible for the inquiry, the name of the prospective applicant, and the representative's phone number.

E-mail inquiries regarding the RFQ may be made any time during the inquiry period (July 6, 2010 – July 16, 2010). Applicants may send an inquiry via e-mail to cheryl.reeves@sehcb.ohio.gov. Please note "RFQ: Evaluation of Annual Health Status Survey" in the subject area of the e-mail.

Every effort will be made to respond to inquiries within two (2) business days. Responses to all inquiries will be posted as an addendum to the RFQ, purged of inquirers' identities, following the close of the inquiry period.

In the event that an amendment or correction to the RFQ is necessary, and it is less than five days before the due date for the quote, SEHCB may extend the due date through an announcement on the Website. It is the responsibility of all applicants to check for announcements and other

current information on the Website.

VI. Selection Criteria and Contract Compliance

A. Selection Criteria

The SEHCB staff will review all quotes that meet the submission criteria. Applicants may be asked to explain and defend the quote to SEHCB staff either in writing and/or in telephone conference calls. SEHCB reserves the right to make all decisions regarding this RFQ, including but not limited to, accepting or rejecting, without consideration, quotes that are incomplete. The selection criteria to be used to evaluate the responses shall include but are not limited to the following:

- Applicant experience with projects similar in size and scope;
- Appropriateness of the methodology and work plan proposed;
- Sufficiency of resources to meet the project timeline and deliverables;
- Expertise of staff to develop quality deliverables in the allowable time frame;
- Quoted price and budget allocations; and
- Capacity of the applicant to quickly undertake and successfully complete the required tasks for this project.

O.R.C. § 9.24, prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is “unresolved” at the time of the award. By submitting a quote, the offeror warrants that it is not now, and will not become subject to an “unresolved” finding for recovery under ORC 9.24, prior to the award of any contract arising out of this RFQ, without notifying the Agency of such finding.

B. Contract Compliance

The School Employees Health Care Board shall be responsible for monitoring the applicant’s performance and compliance with the terms and conditions of the contract during the time the contract is in effect. The applicant is required to submit quarterly status reports and meet as necessary with the SEHCB. If the SEHCB observes any infraction(s), such shall be documented and conveyed to the applicant for immediate correction. Continued failures on the applicant’s part to comply with the terms and conditions of the contract may result in the immediate removal of the applicant from the contract by the State.

In submitting a quote in response to this RFQ, the applicant expresses acceptance of the following conditions:

UNRESOLVED FINDINGS FOR RECOVERY

The SEHCB shall not award a contract for goods, services, or construction, paid for in whole or in part with state funds, to any Contractor against whom a finding for recovery has been issued by the auditor of state, if the finding for recovery is unresolved, pursuant to the provisions of O.R.C. § 9.24. Contractor warrants that it is not subject to an “unresolved” finding for recovery

under O.R.C. § 9.24. If the warranty is deemed to be false, the contract is void *ab initio* and the Contractor must immediately repay to the State any funds paid under this contract. If the Contractor does have any unresolved finding(s) for recovery subsequent to the award of this contract, the Contractor must immediately notify the SEHCB of such finding(s).

DECLARATION OF MATERIAL ASSISTANCE (DMA)

The SEHCB shall not conduct business with, providing funding to, or receive more than \$100,000 of funding from any person, company, affiliated group, or organization, or any person who has a controlling interest in a company, affiliated group, or organization unless that person, company, affiliated group, or organization completes the DMA form pursuant to § 2909 of the Ohio Revised Code. The DMA form is used to identify whether a current or future contractor has provided material assistance to an organization listed on the Terrorist Exclusion List (TEL), as published by the U.S. Department of State through the Ohio Department of Public Safety. O.R.C. § 2909 requires the Department to provide a copy of the DMA form, along with the TEL, to any entity that is not pre-certified prior to doing business with, provide funding to, or receiving funding from that entity. A “yes” answer or the Contractor’s failure to answer any question on the DMA form constitutes a positive response, thus rendering the contract with the Department null and void. The DMA Form is valid for one year from the date it is received by the Office of Fiscal Services of the Department and must be renewed each year thereafter, unless otherwise specified by law. If the Contractor takes future action that would result in an answer of “yes” to a question on the DMA form, the contractor shall immediately notify the Department of such action. A vendor may submit an appeal request, for denial of a contract, to the Ohio Department of Public Safety. The appeal request forms are available in PDF format on the Ohio Homeland Security website. The form must be completed in its entirety and submitted to the Department of Public Safety’s Homeland Security Division by certified mail. The address information appears on the form itself. Once the appeal request has been filed, it is considered by the Department of Public Safety and decided upon within thirty days.

DISCRIMINATION

The SEHCB does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability on employment or in providing services. The CONTRACTOR agrees to abide by State and applicable Federal nondiscriminatory policies while performing service under this contract.

PURCHASE, USE OR TRANSFER OF ILLEGAL SUBSTANCES

The CONTRACTOR certifies that while working on state property, the CONTRACTOR will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way pursuant to Section 123:1-76-12 of the Ohio Administrative Code.

CONTRACTOR RELATIONSHIP TO AGENCY

The CONTRACTOR will not be considered as an employee of the state of Ohio or the SEHCB for all purposes, including but not limited to the application of the Fair Labor Standards Act, Social Security Act, Federal Unemployment Tax Act, Federal Insurance Contribution Act, the provisions of the Internal Revenue Code, Ohio tax law, workers' compensation law and unemployment insurance law.

WORKERS' COMPENSATION COVERAGE

The CONTRACTOR is not entitled to Worker’s Compensation or other employee benefits

offered by the SEHCB. It is strongly advised that the CONTRACTOR obtain independent Worker's Compensation coverage. The SEHCB will not be held liable for injuries received while working because of the negligence of the CONTRACTOR or third party.

INDEPENDENT ENTERPRISE

The CONTRACTOR agrees that it is a separate and independent enterprise from the state and from the SEHCB. The CONTRACTOR has a full opportunity to find other business and has made an investment in its business. This contract is not to be construed as creating any joint employment relationship between the contractor and the SEHCB or the state of Ohio.

OHIO ETHICS LAW

The CONTRACTOR certifies that, if the contractor is a member of any other state agency, an employee or elected official of any other governmental body or a former employee of the state of Ohio, the acceptance of this contract will not violate the provisions of the Ethics law pursuant to Section 102 of the Ohio Revised Code.

ASSIGNMENT OF RIGHTS Neither this contract, nor any rights, duties or obligations described herein shall be assigned by the CONTRACTOR without the prior express written consent of the SEHCB.

APPLICABLE LAWS

The terms and conditions of this contract shall be construed in accordance with the applicable laws and rules of the State of Ohio and the United States, and only Ohio courts shall have jurisdiction over any action or proceeding concerning this contract and/or performance thereunder.