



November 15, 2016

Request for Quotation

Request for Quotation Number (RFQ): JRRFQ17-119

Please consider this as the State of Ohio Bureau of Workers' Compensation's Request for Quotation on the following:

Other States Coverage – Premium Audit Vendor

Deadline for submitting Response: November 28, 2016 at 1:00pm EST

Estimated Start Date: January 1, 2017

Estimated End Date: June 30, 2017, with one, two year renewal

(Extensions subject to Budgetary & Administrative approval)

Projected Review of Proposals: After November 28, 2016

Other States Coverage – Premium Audit Vendor

In 2014, the Ohio General Assembly passed legislation granting BWC the authority to contract with an insurer licensed in other states to provide coverage to eligible Ohio employers for out-of-state exposures.

In March 2016, Ohio BWC implemented its Other States Coverage program and as of November 14, 2016 over 198 employers have secured coverage with just over \$1,000,000 in written premium.

Writing coverage outside the state of Ohio brings the necessity of learning all the laws, rules and procedures of each state for elements such as: what is included in remuneration, officers' minimums/maximums and excluded individuals.

The Other States Coverage unit is seeking a premium audit vendor, knowledgeable in these areas, to complete the premium audits for the Other States Coverage policies. We believe the vendor would be able to provide essential knowledge about rules outside the state of Ohio, which Other States Coverage unit staff is currently lacking.

Experience Requirements

Essential

- Physical, phone and voluntary audit services

- Completion of audits within required time frame as directed by Zurich
- Nationwide availability of all types of audits to include rating inspections
- Extensive knowledge of nationwide workers' compensation laws, rules, procedures
- Policyholder assistance in audit completion
- Audit review services
- Coordination with BWC's Other State Coverage unit on program specific policies/procedures
- Involvement in audit dispute process

Preferred

- Web-based audit solution
- Education for BWC staff, policyholders, agents, etc.

Quote details

- Provide price on a per audit basis for:
 - Voluntary
 - Physical
 - Phone

Include any details explaining difference in per audit prices due to location, state, etc.

- Provide price on any licensing or software that is required to be purchased
- Provide price for education/training services
- List any additional costs or fees that would be expected
- Provide information regarding availability of web-based audit solution

Timeline

We would like to have the vendor under contract by January, 2017.

Fee Schedule or Rate

If applicable, fees and/or rates are to be based at or below State Term Schedule (STS) pricing.
(Note: state cannot reimburse for travel expenses)

IMPORTANT NOTE: We will only consider quotes that have the following Required Information:

1. Request for Quotation number
2. Cost breakdown as described in the Fee Schedule/Rate section of this bid document
3. State Term Schedule Number if applicable
4. Quote date expiration (At least 30 days)
5. If applicable, see additional requirements below

Due Dates

See important due date information on page one. Any quotation received after the required time and date specified for receipt shall be considered late and non-responsive. Any late Quotations will not be evaluated for award.

Suppliers who want to apply for an Ohio State Term Schedule

To obtain information and begin the process to become a State Term Schedule supplier with the State of Ohio, information can be found at:

<http://procure.ohio.gov/proc/index.asp>

Affirmative Action

Before a contract can be awarded or renewed, for any amount in excess of \$2,500.00, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements pursuant to the Ohio Revised Code 125.111(B). Further information can be found at:

<http://www.das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>.

New Supplier Information

In order to do business with the State of Ohio, specific supplier forms must be completed and submitted to Ohio Shared Services (OSS). If you are a new supplier to the State of Ohio, Supplier Information Forms can be found at:

<http://ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx>

Ohio Shared Services Information

If you have not received any payment from any State of Ohio department or agency within the past two years, or if your business name or address has changed since the last payment, you will need to complete an IRS form W-9. If you have received a payment within the past two years and if you have not changed your business name or address since that payment, you will not need to complete this form. If you have difficulty opening or printing the "pdf" file attached to this e-mail, you can find a blank form on the OSS website:

<http://ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx>

Executive Order 2011-12K

The Contractor affirms to have read and understands Executive Order 2011-12K and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States. The Executive Order is provided as an attachment and is also available at the following website:

http://procure.ohio.gov/pdf/EO201112K/EO201112K_Announcement.pdf

In addition, links to the Standard Affirmation and Disclosure Form Executive Order 2011-12K, and the Standard Terms and Conditions (with signature line) can also be found at:

http://procure.ohio.gov/pdf/EO201112K/EO201112K_Announcement.pdf

**Important note: These forms are not required if you are a supplier
with a State of Ohio Contract or STS already in place**

A Sales and Use Tax Blanket Exemption is available upon request.

Submittal Instructions/Contact

Proposals must be submitted with required information, before the deadline documented on page one of this RFQ. Submit proposals via email to:

JacLynn.R.1@bwc.state.oh.us

The State encourages Suppliers to purchase goods and services from Minority Business Enterprise (MBE) and Encouraging Diversity, Growth and Equity (EDGE) suppliers.



JacLynn R.

Procurement Administration

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