

COLLIER INSURANCE

Summary of Response

State and Public School Life and Health Insurance Task Force

Summary of Responses to RFP for Consultant Services

Responder: COLLIER INSURANCE

Evaluation Criteria:

Directly Related Experience:	<p>In the past three (3) years, Collier has performed the specific services offered under this RFP to seventeen (17) entities, including local governments and school districts in ten (10) different states.</p> <p>Collier currently has contracts to supply health information management consultant services in the following jurisdictions: AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, ID, IL, IN, KS, KY, LA, MA, ME, MI, MO, MN, MS, MT, NC, ND, NE, NH, NJ, NV, NM, NY, OK, OR, PA, SC, TN, TX, UT, VA, WA, WV, WY.</p>
Price:	\$65,000 (for a 6-month period)
Plan/Schedule:	<p><u>Contract Awarded:</u> January 17, 2014</p> <p><u>Data Gathering Phase:</u> January 20, 2014 – February 7, 2014</p> <p><u>Customization:</u> February 3, 2014 to February 7, 2014 (working with the CHROME technology to customize the CHROME Compass using Arkansas's specific information, including actuarial data from other firms.)</p> <p><u>Validation and Review:</u> February 10, 2014 to February 14, 2014 (once the initial customization is complete, the output is available for a period of Validation and Review, during which time adjustments can be made to the customizations)</p> <p><u>Initial Presentation:</u> To be determined and scheduled after February 17, 2014</p> <p><u>Follow Up Presentation and Participation in Task Force Meetings:</u> March 1, 2014 to June 30, 2014</p> <p>*This proposal includes work done by a subcontractor, Continuous Health, LLC.</p>
Availability:	No scheduling conflicts, ready to begin work

	as soon as contract is awarded. Main business offices located in Memphis, TN.
Personnel:	Engagement to be led by Stuart Collier, CEO, assisted by Eric Helman, Founder and President of Continuous Health, and Henry Lindeman, Managing Director, CPA with Collier Insurance. Supervisors: 2 Other professional Staff: 4 Support Staff: 2
Past Performance:	Collier Insurance was founded in 1911, and has a long history of providing consulting services in all areas of financial services including health information management. Currently has over 10,000 clients and customers. See Directly Related Experience.

Redacted Vendor Response



State of Arkansas
Bureau of
Legislative Research

Marty Garrity, Director
Kevin Anderson, Assistant Director
for Fiscal Services
Matthew Miller, Assistant Director
for Legal Services
Richard Wilson, Assistant Director
for Research Services

REQUEST FOR PROPOSAL

RFP Number: BLR-130001	
Commodity: Health Information Management Consulting Services	Proposal Opening Date: December 30, 2013
Date: December 23, 2013	Proposal Opening Time: 4:30 P.M. CST

PROPOSALS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE PROPOSAL ENVELOPE MUST BE SEALED AND SHOULD BE PROPERLY MARKED WITH THE PROPOSAL NUMBER, DATE AND HOUR OF PROPOSAL OPENING, AND VENDOR'S RETURN ADDRESS. IT IS NOT NECESSARY TO RETURN "NO BIDS" TO THE BUREAU OF LEGISLATIVE RESEARCH.

Vendors are responsible for delivery of their proposal documents to the Bureau of Legislative Research prior to the scheduled time for opening of the particular proposal. When appropriate, Vendors should consult with delivery providers to determine whether the proposal documents will be delivered to the Bureau of Legislative Research office street address prior to the scheduled time for proposal opening. Delivery providers, USPS, UPS, FedEx, and DHL, deliver mail to our street address, State Capitol Building, Room 315, Little Rock, Arkansas 72201, on a schedule determined by each individual provider. These providers will deliver to our offices based solely on our street address.

MAILING ADDRESS: 500 Woodlane Street State Capitol Building, Room 315 Little Rock, Arkansas 72201	PROPOSAL OPENING LOCATION: Bureau of Legislative Research Director's Office State Capitol Building, Room 315
E-MAIL: janice@blr.arkansas.gov	
TELEPHONE: (501) 682-1937	

Company Name: Jas. D. Collier & Co. dba Collier Insurance

Name (type or print): J. Stuart Collier, Jr.

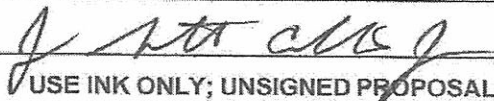
Title: Chief Executive Officer

Address: 606 S. Mendenhall Rd, Suite 200, Memphis, TN 38117

Telephone Number: 901.529.2900

Fax Number: 901.529.2916

E-Mail Address: scollier@collier.com

Signature: 

USE INK ONLY; UNSIGNED PROPOSALS WILL NOT BE CONSIDERED

Identification:

Federal Employer ID Number

Social Security Number

**FAILURE TO PROVIDE TAXPAYER IDENTIFICATION NUMBER MAY
RESULT IN PROPOSAL REJECTION**

Business Designation (check one):	Individual []	Sole Proprietorship []	Public Service Corp []
	Partnership []	Corporation [X]	Government/ Nonprofit []

GENERAL DESCRIPTION:	Health Information Management Consulting Services
TYPE OF CONTRACT:	Term

MINORITY BUSINESS POLICY

Participation by minority businesses is encouraged in procurements by state agencies, and although it is not required, the Task Force supports that policy. "Minority" is defined at Arkansas Code Annotated § 15-4-303 as "a lawful permanent resident of this state who is: (A) African American; (B) Hispanic American; (C) American Indian; (D) Asian American; (E) Pacific Islander American; or (F) A service-disabled veteran as designated by the United States Department of Veteran Affairs". "Minority business enterprise" is defined at Arkansas Code Annotated § 15-4-303 as "a business that is at least fifty-one percent (51%) owned by one (1) or more minority persons". The Arkansas Economic Development Commission conducts a certification process for minority businesses. Vendors unable to include minority-owned business as subcontractors may explain the circumstances preventing minority inclusion.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Vendor shall submit a copy of the Vendor's Equal Opportunity Policy prior to the contract award. EO Policies may be submitted in electronic format to the Director of the Bureau of Legislative Research or as a hard copy accompanying the solicitation response. The Bureau of Legislative Research will maintain a file of all Vendor EO policies submitted in response to solicitations issued by the Bureau of Legislative Research. The submission is a one-time requirement, but Vendors are responsible for providing updates or changes to their respective policies.

TECHNOLOGY ACCESS FOR THE BLIND

Please reference Section 508 of the federal Rehabilitation Act, 29 U.S.C. 794d and Arkansas Code Annotated § 25-26-201 et seq. The Vendor expressly acknowledges that state funds may not be expended in connection with the purchase of information technology unless that system meets certain statutory requirements, in accordance with the State of Arkansas technology policy standards, relating to accessibility by persons with visual impairments.

Accordingly, the Vendor represents and warrants to the Bureau of Legislative Research that the technology provided to the Bureau of Legislative Research for purchase is capable either by virtue of features included within the technology or because it is readily adaptable by use with other technology of:

- Providing equivalent access for effective use by both visual and non-visual means;
- Presenting information, including prompts used for interactive communications, in formats intended for non-visual use; and
- After being made accessible, it can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired.



December 26, 2013

Marty Garrity
Director
Bureau of Legislative Research
State Capitol, Rm 315
Little Rock, AR 72201

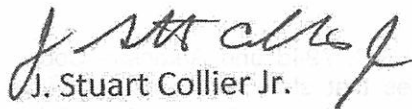
Re: RFP Number BLR-130001

Marty:

Thank you for sending me the Request for Proposal referenced above. We are pleased to submit the attached proposal for services in accordance with that RFP. If we are chosen, my team and I stand ready to assist the Task Force as soon as a contract is awarded.

If you or anyone else on your team or the Task Force has any questions for me related to this proposal, please do not hesitate to contact me directly at (901) 529-2900 or by email at scollier@collier.com.

All my best,


J. Stuart Collier Jr.

SECTION 1 - GENERAL INFORMATION

Collier acknowledges the information in this section.

SECTION 2 – OVERVIEW

Collier acknowledges the information in this section.

SECTION 3 – HEALTH INFORMATION MANAGEMENT CONSULTING SERVICES

SUBSECTION 3.0 – SCOPE OF WORK/SPECIFICATIONS

Our services as outlined in this proposal include educating and assisting the Task Force as necessary as they conduct strategic planning and develop a deliberate implementation plan to allow the State and Public School Life and Health Insurance Program to operate on an actuarially sound basis while ensuring a high-quality, low-cost program of insurance for public school employees, and public school employee retirees. We acknowledge that actuarial services are not to be included in our proposal.

SUBSECTION 3.1 – HEALTH INFORMATION MANAGEMENT CONSULTING

Our proposal includes the following services as outlined in the Request for Proposals BLR – 130001:

Strategic Planning – As part of this proposal we will educate and assist the Task Force as necessary to conduct strategic planning and develop a deliberate implementation plan. This education and assistance will incorporate the following:

- Current Insurance Concepts
- Market Conditions and Regulatory Issues
- Effects of the Patient Protection and Affordable Care Act
- Best Practices from other States
- Exploring Cost-Containment Measures and Funding Options for Plan Options offered under the Program
- Ways to Promote Competition among Vendors
- Offering of Competitive Health Insurance Plan Options that include Quality-of-Care Delivery, Portability, and Accessible and Affordable Healthcare

The development of options that provide econometric or other models reflecting significant market drivers, their elasticity, and various outcomes and scenarios; Analyses of revenue streams and fiscal impacts based on the modeling services provided – Our proposal includes an annual licensing fee to the CHROME COMPASS platform including the following services:

- Decision support tools which process specific information from the Arkansas State and Public School Life and Health Insurance Program through a variety of modeling engines
- An analysis framework to highlight the critical financial, compliance and compensation implications and outcomes of specific “what if” scenarios
- Each “what if” scenario includes an analysis of the revenue streams and the fiscal impact on a macro level as well as an analysis of the fiscal impact on a per person basis

- As regulations (and the business environment) change, CHROME Compass is refreshed to provide the Task Force with ongoing strategic direction as the health care reform and other regulatory landscape changes

The use of actuarial data provided by other firms to help the Task Force understand the key issues involved in improving the quality and actuarial soundness of the program – Our proposal and modeling platform will incorporate the actuarial data provided by other firms as chosen by the Task Force. Moreover we will work directly with other firms as determined by the Task Force to facilitate the process and accelerate the project time line.

As requested by the Task Force, the Vendor must attend various meetings of the Task Force. Hourly compensation will be paid for meeting times in addition to reimbursement of travel expenses. The Vendor shall explain any anticipated limitations in its ability to attend meetings of the Task Force. – We acknowledge this section and have no anticipated limitations.

All projects shall be paid pursuant to the fee schedule. The Vendor shall submit itemized invoices to the BLR, which will pay the invoices on a monthly basis. – Acknowledged

The Task Force does not grant the Vendor exclusive rights to all health information management consulting services contemplated under this RFP. In the event the Task Force decides that the acquisition of these services by another Contractor is in the Task Force's best interest, the Task Force reserves the right to contract and purchase health information management consulting services from a different source outside of the contract resulting from this RFP, and the Task Force's action to procure services outside of the contract does not infringe upon, nor terminate, the contract resulting from this Request For Proposal. – Acknowledged

SECTION 3.2 PROCUREMENT OF GOODS AND SERVICES

If the Vendor anticipates the need to procure additional goods or services in order to provide the health information management consulting services requested in this RFP, the Vendor must identify the goods and/or services that may be procured, the reason the procurement is necessary, the name of the vendor from whom the goods or services are to be procured, and the anticipated cost of the goods and/or services to be procured. - Our proposal includes work done by a subcontractor, Continuous Health LLC. The scope of services and fee associated with their work is built into the proposal. We do not anticipate the need to procure goods and services from any other vendors.

SECTION 4. COST PROPOSAL

4.0 COMPENSATION - Compensation for health information management consulting services shall be paid based upon the work performed as specified in this RFP. The budget is subject to approval by the Task Force. A Vendor seeking consideration shall submit a compensation proposal as required below for health information management consulting services as provided throughout the RFP. The fee schedule will cover the time spent in the completion of the requested task or project, as well as other administrative costs (including, but not limited to, secretarial, bookkeeping, budget preparation, monitoring and auditing services, travel expenses, etc.) The fee schedule will cover the time expended inclusive of all overhead or any other costs associated with the particular individuals who may be performing the services. - Acknowledged

4.1 PAYMENT SCHEDULE - The BLR shall pay the Vendor based on the hours expended for approved projects on a monthly basis or as otherwise may be agreed to in writing by the parties. The BLR may request and the Vendor shall provide timesheets or other documentation as may be directed by the BLR prior to the payment for any services rendered. Failure to provide appropriate and satisfactory documentation will be sufficient grounds to withhold payment for the disputed amount, but other no disputed amounts must be paid in a timely manner. - Acknowledged

4.2 TRAVEL, LODGING, AND MEALS - The Successful Vendor may submit invoices and receive reimbursement for travel expenses related to attending meetings of the Task Force and other committees of the Arkansas General Assembly up to fifteen thousand dollars (\$15,000). Collier Insurance acknowledges this section. - Acknowledged

SECTION 5. ADDITIONAL VENDOR REQUIREMENTS

SECTION 5.1 VENDOR PROFILE

- Business Name – Collier Insurance
- Business Address – 606 S Mendenhall Rd, Suite 200, Memphis, TN 38117
- Alternate Business Address - None
- Primary Contact Name – Stuart Collier
- Primary Contact Title – Chief Executive Officer
- Primary Contact Telephone – 901.529.2900
- Primary Contact Fax – 901.529.2916
- Primary Contact E-mail Address – scollier@collier.com
- Secondary Contact Name – Henry Lindeman, Managing Director, hlindeman@collier.com
- How many years this company has been in this type of business – since 1911
- Proof that the Vendor is qualified to do business in the State of Arkansas – Arkansas Insurance License is available on request
- A disclosure of the Vendor's name and address and, as applicable, the names and addresses of the following: If the Vendor is a corporation, the officers, directors, and each stockholder of more than a ten percent (10%) interest in the corporation. – Collier Insurance is a corporation owned 50% by J. Stuart Collier (primary contact on this proposal) and James Dabney Collier III.

- A disclosure of all the states and jurisdictions in which the Vendor does business and the nature of the business for each state or jurisdiction – Collier Insurance is licensed to conduct business in the following states: AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, HI, ID, IL, IN, KS, KY, LA, MA, ME, MI, MO, MN, MS, MT, NC, ND, NE, NH, NJ, NV, NM, NY, OK, OR, PA, SC, TN, TX, UT, VA, WA, WV, WY
- A disclosure of all the states and jurisdictions in which the Vendor has contracts to supply health information management consulting services and the nature of the goods or services involved for each state or jurisdiction: See above
- A disclosure of the details of any finding or plea, conviction, or adjudication of guilt in a state or federal court of the vendor for any felony or any other criminal offense other than a traffic violation committed by the persons identified as management, supervisory, or key personnel – None.
- A disclosure of the details of any bankruptcy, insolvency, reorganization, or corporate or individual purchase or takeover of another corporation, including without limitation bonded indebtedness, and any pending litigation of the Vendor; and - None
- Additional disclosures and information that the Task Force may determine to be appropriate for the procurement involved. – None

SECTION 5.2 GENERAL INFORMATION – Acknowledged

SECTION 5.3 DISCLOSURE OF LITIGATION – None

SECTION 5.4 EXECUTIVE SUMMARY

Our services as outlined in this proposal include educating and assisting the Task Force as necessary as they conduct strategic planning and develop a deliberate implementation plan to allow the State and Public School Life and Health Insurance Program to operate on an actuarially sound basis while ensuring a high-quality, low-cost program of insurance for public school employees, and public school employee retirees. We propose the following timeline of services:

- Contract Awarded – January 17, 2014
- Data Gathering Phase – January 20, 2014 to January 31, 2014. This process typically takes two weeks for most clients (NOTE: Our proposed engagement cannot begin until accurate data is provided. The data must be provided in the format attached to this proposal. If data cannot be provided in this format and our staff have to manipulate the data, additional fees may be necessary.)
- Customization – February 3, 2014 to February 7, 2014. During the Customization Phase of the initial project, we will be working with the CHROME technology to customize the CHROME Compass using your specific information including actuarial data from other firms. The CHROME Compass framework is built upon a series of modeling engines specifically tuned to illustrate the various market conditions, regulatory issues including provisions of health care reform, best practices from other states, funding and plan design options which are most important to your strategic planning. Additionally, the CHROME Compass creates a customized Provisions Matrix for quick reference of specific provisions of the laws and

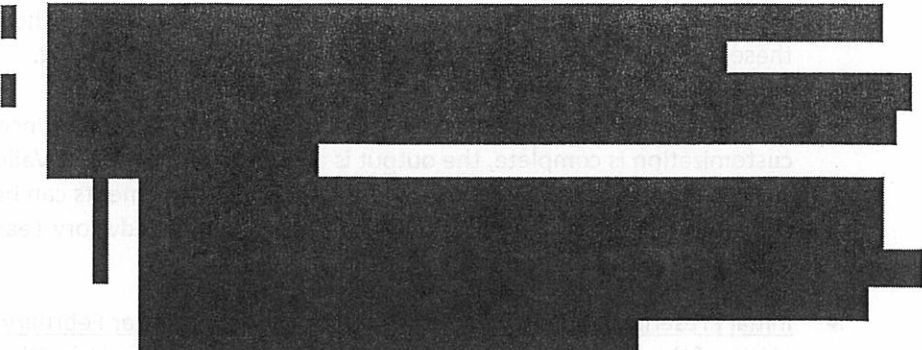
regulations scheduled to take effect over the next several years. The CHROME Compass uses these tools to create a customized framework for decision making.

- Validation & Review – February 10, 2014 to February 14, 2014. - Once the initial customization is complete, the output is available for a period of Validation & Review by our team. During this period, scheduled for one week, adjustments can be made to the customizations and scheduled reviews by your Business Advisory Team may be scheduled.
- Initial Presentation – To be determined and scheduled after February 17, 2014. - The final phase of the CHROME Compass Review is the Presentation. Using the web-based CHROME software, we will present the output of the CHROME Compass. The Executive-level presentation will include educational background regarding the underlying concepts behind the CHROME Compass Framework as well as the detailed outcomes of “what if” scenarios. The scope of this presentation is focused on evaluating the estimated financial impact of these scenarios. While the specific agenda and flow of this presentation can vary, the following topics are included within most presentations:

- Background of Health Care Reform and other Regulatory Issues

- Key Concepts for the CHROME Compass Framework

- Scenario-based impact analysis including valuation of 2015 impact of maintain and alternative options. This analysis will include:

- 
- Based on this 2015 and 2016 analysis, we will estimate cost impact to the Task Force based on current program offerings, impact of automatic enrollment of waived population and expected cost impact of health care reform based on affordability requirements and level of household income.
 - Identification of options or opportunities for consideration as the Task Force aligns its health care strategy toward 2015.
 - Follow Up Presentation and Participation in Task Force Meetings – March 1, 2014 to June 30, 2014 – We have structured this engagement to include an annual license for the CHROME Compass platform. Accordingly, we stand ready to attend monthly Task Force meetings and continue to educate, advise and model alternative scenarios as the Task Force works toward their preliminary report due on June 30, 2014.

SECTION 5.5 VENDOR'S QUALIFICATIONS

- A brief professional history, including the number of years of experience in health information management and any professional affiliations and trade affiliations. – Founded in 1911, Collier Insurance has a long history of providing consulting services in all areas of financial services including health information management. Please refer to www.collier.com for more information.
- A listing of current accounts and the longevity of those accounts. – We have over 10,000 clients and customers. That information is strictly confidential. For a list of accounts that more closely align with this RFP, please see below.
- An organizational chart highlighting the names/positions that will be involved in the contract, including the individual who will be primarily responsible for managing the account on a day-to-day basis. – Our engagement will be led by Stuart Collier, Chief Executive Officer of Collier Insurance. Assisting Stuart will be Eric Helman, Founder and President of Continuous Health and Henry Lindeman, Managing Director, CPA with Collier Insurance. Together these professionals have over 20 years of experience in Health Information Management and Consulting.

- A detailed description of the plan for assisting the Task Force in meeting its goals and objectives, including how the requirements will be met and what assurances of efficiency and success the proposed approach will provide. – Please refer to the Executive Summary section where a detailed timeline of activities is provided.
- An indication of how soon after the contract award the personnel named would be available and indicate any possible scheduling conflicts that might exist during the period of the contract. Any other limitations on the availability to perform under this RFP or to attend meetings must be fully explained. – We are unaware of any scheduling conflicts at this time. We stand ready to begin work as soon as a contract is awarded.
- An indication of the timeframe the Vendor would require to assist the Task Force in meeting its goals and objectives. – Please refer to the Executive Summary section where a detailed timeline of activities is provided.
- A detailed, narrative statement listing the three (3) most recent, comparable contracts (including contact information) that the Vendor has performed and the general history and experience of its organization. – We have performed the specific services that we are offering in this RFP for the following organizations. If you would like to reach out to any of these listed organizations for reference purposes, please let us know as we will have to contact them for their authorization prior to providing contact information.

Name:

[REDACTED]

Address:

[REDACTED]

- At least two (2) samples of the Vendor's work on comparable projects. – Please refer to the prior bullet point.
- At least three (3) references from entities that have recent (within the last three years) contract experience with the Vendor and are able to attest to the Vendor's work experience and qualifications relevant to this RFP. – Please refer to the prior bullet point.

- A list of every business for which Vendor has performed, at any time during the past three (3) year(s), services substantially similar to those sought with this solicitation. Err on the side of inclusion; by submitting an offer, Vendor represents that the list is complete. – Please refer to the prior bullet point.
- List of failed projects, suspensions, debarments, and significant litigation. - None
- An outline or other information relating to why the Vendor's experience qualifies in meeting the specifications stated in Section 3 of this RFP. – Please refer to prior information provided in Sections 3 & 5 above.

The Vendor should demonstrate the work the Vendor has done for clients during the past three (3) years and indicate which individual on its staff was responsible for the work. Referenced work should provide a clear indication of the types of health information management consulting services that can be obtained for the Task Force. – Please refer to the prior bullet point.

A Vendor shall provide information on any conflict of interest with the objectives and goals of the Task Force that could result from other projects in which the Vendor is involved. Failure to disclose any such conflict may be cause for Contract termination or disqualification of the response. – We know of no conflict of interest.

A Vendor or its subcontractor(s) must list all clients that were lost between January 2010 and the present and the reason for the loss. The Task Force reserves the right to contact any accounts listed in this section. - None

A Vendor must describe any contract disputes involving an amount of thirty-five thousand dollars (\$35,000) or more the Vendor, or its subcontractor(s), has been involved in within the past two (2) years. Please indicate if the dispute(s) have been successfully resolved. - None

5.5.1 BACKGROUND INVESTIGATION

Collier Insurance Acknowledges this subsection.

5.6 SUBCONTRACTOR IDENTIFICATION

If Vendor intends to subcontract with another business for any portion of the work and that portion exceeds ten percent (10%) of the Proposal price, Vendor's offer must identify that business and the portion of work that they are to perform. Identify potential subcontractors by providing the business's name, address, phone, taxpayer identification number, and point of contact. In determining Vendor's responsibility, the Task Force may evaluate Vendor's proposed subcontractors. – Continuous Health, LLC will work as a subcontractor and is listed as part of our proposal. 5 Concourse Parkway, Suite 2250, Atlanta, GA, 30328, (678) 397.0070, [REDACTED] Point of Contact, Eric Helman, Chief Executive Officer (678) 397.0072. Please refer to www.continuoushealth.com for more information.

SECTION 6. EVALUATION CRITERIA FOR SELECTION

Collier Insurance acknowledges this section.

Official Price Proposal

ATTACHMENT A

OFFICIAL PROPOSAL PRICE SHEET

Note: The Official Proposal Price Sheet must be submitted in a separate envelope or e-mail and not part of the technical evaluation. Any reference to pricing in the technical proposal shall be cause for disqualification from further considerations for award.

1. Any cost not identified on this schedule but subsequently incurred will be the responsibility of the Vendor.
2. Bids should provide at least a 180-day acceptance period.
3. By submission of a proposal, the proposer certifies the following:
 - A. Prices in this proposal have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition;
 - B. No attempt has been made nor will be by the proposer to induce any other person or firm to submit a proposal for the purpose of restricting competition;
 - C. The person signing this proposal is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this RFP; and
 - D. Prices in this proposal have not been knowingly disclosed by the proposer and will not be prior to award to any other proposer.

The Official Price Proposal Sheet must be submitted in the following form, allowing for the inclusion of specific information regarding positions, goods, services, etc., and signed by an official authorized to bind the Vendor to a resultant contract.

DESCRIPTION	PRICE PER HOUR	NUMBER OF POSITIONS
Supervisor	\$225 Per Hour	2
Other Professional Staff (List by Position)	\$155 Per Hour	4
Support Staff	\$100 Per Hour	2
DESCRIPTION	PRICE PER UNIT (if applicable)	TOTAL PRICE
Subcontractors (if any)	Annual License Fee	\$32,500
Travel	As requested by Task Force	
Any Additional Goods & Services (List Individually)		
TOTAL MAXIMUM AMOUNT OF BID:		\$65,000