



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.



INS13021

Request for Proposal to Provide In-Person
Assistance Services and Oversight for the
Federally Administered West Virginia
Health Benefit Marketplace



FANEUIL

Faneuil, Inc.

Contact: Anna Van Buren, President & CEO

Email address: anna.vanburen@faneuil.com

Phone: 757.262.9600 • Fax: 757.722.5293

2 Eaton Street • Suite 1002

Hampton, VA 23669

A handwritten signature in black ink, reading "Anna Van Buren".

(Vendor Signature and Date)

05/15/13 11:36:24 AM

West Virginia Purchasing Division



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
INS13021

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE OSWALD 304-558-2157

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

INSURANCE COMMISSION
 1124 SMITH STREET
 CHARLESTON, WV
 25305-0540 304-558-3707

DATE PRINTED
05/07/2013

BID OPENING DATE: 05/15/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				1. TO PROVIDE ANSWERS TO QUESTIONS RECEIVED FOR THIS SOLICITATION.		
				2. TO PROVIDE THE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.		
				END OF ADDENDUM NO. 1		

SIGNATURE <i>Chris Van Buren</i>	TELEPHONE (757)262-9600	DATE May 14, 2013
TITLE President and Chief Executive Officer	FEIN 42-3253864	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

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PAGE
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ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE OSWALD 304-558-2157

VENDOR

Faneuil, Inc.
 Alden J. Elderedge
 2 Eaton Street, Suite 1002
 Hampton, VA 23669

SHIP TO

INSURANCE COMMISSION

 1124 SMITH STREET
 CHARLESTON, WV
 25305-0540 304-558-3707

DATE PRINTED
04/10/2013

BID OPENING DATE:

05/15/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		948-42		
REQUEST FOR PROPOSAL THE STATE OF WEST VIRGINIA AND ITS AGENCY THE WEST VIRGINIA DEPARTMENT OF REVENUE, OFFICES OF THE INSURANCE COMMISSIONER LOCATED AT 1124 SMITH STREET, CHARLESTON WV 25301 REQUEST A PROPOSAL TO PROVIDE IN PERSON ASSISTANCE SERVICES AND OVERSIGHT FOR THE FEDERALLY ADMINISTERED WEST VIRGINIA HEALTH BENEFIT MARKETPLACE PER THE ATTACHED SPECIFICATIONS. BID OPENING: MAY 15, 2013 AT 1:30 PM SEE ATTACHED INSTRUCTIONS TO BIDDERS HEALTH CARE MANAGEMENT REQUEST FOR PROPOSAL TO PROVIDE IN-PERSON ASSISTANCE SERVICES AND OVERSIGHT FOR THE FEDERALLY ADMINISTERED WEST VIRGINIA HEALTH BENEFIT MARKETPLACE. REFERENCE THE ATTACHED INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS.						

SIGNATURE <i>Chris Van Buren</i>	TELEPHONE 757-262-9600	DATE May 14, 2013
TITLE President and Chief Executive Officer	FEIN 04-3253864	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

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Offices of the Insurance Commissioner
INS13021

Attachment B: Mandatory Specification Checklist

- 7.1. The vendor shall provide a work plan with its RFP response indicating the steps it plans to take to implement such a project and the timeline for the project.
- 7.2. The successful vendor must have the financial ability to pay for all services in advance and invoice the OIC for services performed on a regular basis in accordance with the State of WV payment terms.
- 7.3. The successful vendor must assign a Project Manager to the project that will maintain a project work plan, provide monthly status reports, and ensure all deliverables are being met by both the vendor and IPA entities. The vendor will be responsible for monitoring these efforts and reporting and issues to the OIC for review.
- 7.4. The vendor and all sub-grantees shall have an understanding of all privacy, security, and other statutory federal and state laws and regulations; these are outlined on the CCIIO website: <http://www.cciio.cms.gov/resources/regulations/>
- 7.5. As required by 45 CFR 155.210(d) the entity must not:
 - Be a health insurance issuer
 - Be a subsidiary of a health insurance issuer
 - Be an association that includes members of, or lobbies on behalf of, the insurance industry
 - Receive a consideration directly or indirectly from any health insurance issuer in connection with the enrollment of any individuals or employees in a qualified health plan (QPH) or non-QHP
- 7.6. The IPA vendor shall disclose all personal and professional financial and non-financial interests to the WVOIC prior to award of contract and upon request of the OIC and to consumers prior to assistance.
- 7.7. The vendor must provide a strategic plan and analysis based on the outline provided within the Scope of Work
- 7.8. The vendor must have familiarity with the approaches being undertaken by other States in performing consumer assistance functions, particularly partnership States.

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the vendor to execute this bid or any

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documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that, to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Faneuil, Inc.

(Company)

 President and Chief Executive Officer

(Representative Name, Title)

757-262-9600

(Contact Phone/Fax Number)

May 14, 2013

(Date)