

05/15/13 12:33:24 PM
West Virginia Purchasing Division

COST PROPOSAL
INS13021:
In-Person Assistance Services and Oversight

Smith, Cochran & Hicks, PLLC
3510 MacCorkle Avenue, SE
Charleston, WV 25304
Phone: 304- 345-1151
Fax: 304-346-6731
Email: psmith@schcpa.com

May 15, 2013



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
04/10/2013

BID OPENING DATE:

05/15/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
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						
0001	1	JB		948-42		\$4,054,273
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	TELEPHONE	DATE
<i>[Signature]</i>	304-345-1151	MAY 16, 2013
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
MANAGING MEMBER	55-0697264	

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

Cost Proposal

to provide

In-Person Assistance Services and Oversight

for the

Federally Administered West Virginia Health Benefit Marketplace

RFP Number INS13021

to the

West Virginia Offices of the Insurance Commissioner



Smith, Cochran & Hicks, PLLC
3510 MacCorkle Avenue, SE
Charleston, WV 25304
Telephone 304-345-1151
Fax 304-346-6731
Email psmith@schcpa.com

Binding Signatory and Primary Contact

A handwritten signature in black ink, appearing to read 'Patrick C. Smith', written over a horizontal line.

Patrick C. Smith, Managing Member

SUBMITTED May 15, 2013

Cost Proposal Detailed Worksheet

Category / Description	Amount
Salary / Wages	
List each position title and number of full time equivalents (FTEs) (e.g. "In-Person Assistants/15FTEs)	
In-Person Assistants / 55 FTE's (Open Enrollment)	\$1,001,000
In-Person Assistants / 30 FTE's (Non-Open Enrollment)	\$546,000
Mid-Level Managers/ 7 FTE's (Open Enrollment)	\$184,730
Mid-Level Managers/ 3 FTE's (Non-Open Enrollment)	\$79,170
Top-Level Executives/ 3 FTE's	\$262,080
TOTAL: Salary/Wages	\$2,072,980

*Must include at least 55 IPAs

Category / Description	Amount
Travel and Other Staff Costs	
Include expected travel required and associated costs, and the cost of completing State and Federal criminal background checks for vendor IPAs.	
Background Checks (65 employees X \$50 per background check)	\$3,250
Travel (65 employees X average of 1,000 miles per employee over the course of the contract X .55 cents per mile)	\$35,750
TOTAL: Travel and Other Staff Costs	\$39,000

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Category / Description	Amount
Overhead Costs of Vendor and Vendor IPAs	
Including rent, utilities, supplies, equipment, etc.	
IPA and Project Staff Taxes and Benefits (Payroll Taxes, Health Insurance, Retirement, and Workers' Comp) (\$2,072,980 salaries and wages above X 35%)	\$725,543
Salaries & Wages - Call Center Staff (3 employees at \$25,000 per employee)	\$75,000
Call Center Staff Taxes & Benefits (Payroll Taxes, Health Insurance, Retirement, and Workers' Comp) (\$75,000 call center salaries and wages above X 35%)	\$26,250
Telephone System (Equipment)	\$12,000
Computer Equipment (Non-IPA related)	\$20,000
Software	\$25,000
Telephone Service/Long Distance Fees	\$18,000
Rent	\$36,000
Utilities	\$12,000
Office Supplies	\$18,000
Insurance	\$12,000
Job Advertisements/Recruiting	\$18,000
Association Dues	\$2,500
TOTAL:	\$1,000,293

Category / Description	Amount
Overhead Costs for IPA Entities	
Provide percentage charged for providing overhead to IPA Entities and the number of hours necessary for providing overhead.	
Percentage Charged for Oversight of IPA Entities (Billed as % of IPA entity costs) – 20% Amount expected to be paid to IPA entities (175 IPA's X \$20 per hour X 910 open enrollment hours per IPA entity staff x 20% charged); oversight & administrative support hours expected – 12,000 hours	\$637,000
TOTAL:	\$637,000

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Category / Description	Amount
Overhead Costs of Subcontractors	
Provide percentage charged for providing overhead to subcontractors, based on 1,000 hours of ad-hoc services.	
SCH will charge an oversight fee of 20% of the actual costs of any subcontractors utilized during the term of the project. For purposes of this proposal, SCH assumed a Subcontractor rate of \$125 per hour for 1,000 hours of Ad Hoc Services that are performed.	\$25,000
TOTAL:	\$25,000

Category / Description	Amount
Indirect Costs	
Identify any line items contributing to total costs not delineated in the above sections.	
Project Fee – Includes oversight of internal IPA and project staff by SCH management. Also includes call center manager, educational staff, administrative/support staff, and accounting/billing staff (To be billed in 12 equal monthly installments of \$73,333.34, per month over the life of the contract).	\$880,000
TOTAL: Indirect Costs	\$880,000

GRAND TOTAL OF COSTS FOR PROJECT: \$ 4,654,273

Company Name: Smith, Cochran & Hicks, PLLC **Address:** 3510 MacCorkle Avenue SE
 Charleston, WV 25304

Vendor Signature:  _____ **Date:** May 15, 2013

Phone: (304) 345-1151
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