

**THE SCHOOL DISTRICT OF PITTSBURGH**  
**(Pittsburgh, PA)**

**REQUEST FOR PROPOSALS**  
**FOR MEDICAL MANAGEMENT AND VOCATIONAL**  
**REHABILITATION SERVICES FOR WORKERS COMPENSATION**

**Issuance Date:** February 14, 2020  
**Submission Date:** February 26, 2020

**Introduction**

The purpose of this Request for Proposals (“RFP”) is to obtain medical case management services for the School District of Pittsburgh’s (the “School District”) workers compensation program. The School District’s workers compensation program is self-insured and self-administered, with a payroll base of approximately \$290 million. The School District is seeking proposals from medical and vocational case managers who have substantial experience delivering medical and vocational case management services in accordance with the Bureau of Workers’ Compensation’s guidelines for self-insured entities.

The District envisions a one year engagement, with an option to renew for an additional three years.

**Timetable/Response Submittal**

The School District is requesting proposals from experienced and qualified firm(s) to serve as medical and vocational case manager to the School District. Selection of the case manager will be made based on the proposals submitted and possibly oral interviews, if needed. A tentative timetable for the selection process is provided below:

- 02/14/20 Release of RFP
- 02/26/20 Receipt of Proposals
- 03/25/20 Legislative Approval by Board of School Directors

**Upon the release of this RFP and during the conclusion of the selection process, there shall be no communication between any prospective respondents and/or their lobbyist(s), agent(s) with any staff of the School District, or any elected representatives or other appointed official of the School District and/or their staff, except as provided for in the RFP. Any violation of this provision by any prospective firm and/or its agent shall be grounds for immediate disqualification.**

All proposals for medical and vocational case management shall be submitted to the School District as follows:

Ronald Joseph Chief Financial Officer School District of Pittsburgh 341 South Bellefield Avenue Pittsburgh, PA 15213 Tel: (412) 529-3777 Fax: (412) 622-7988
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One (1) original and two (2) copies of the proposal shall be prepared and submitted to the School District in such form as is set forth in this RFP by 12:00 p.m. on Wednesday February 26, 2020.

Proposals, including any/all attachments, cover letter and tabs should not exceed twenty five (25) pages in length on 8 ½" X 11" paper, single spaced using a minimum font size of 10 pt.

Proposals should be submitted in accordance with the instructions detailed below. The School District reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, the School District reserves the right to reject any and all proposals and to waive irregularities.

Proposals which are submitted in electronic format or faxed will not be accepted.

Any questions regarding this RFP should be addressed to Melanie Wittman Workers' Compensation Manager at [mwittman1@pghschools.org](mailto:mwittman1@pghschools.org) or 412-529-4344.

### **Specific Response Requirements**

Responses should address the following questions or requests for information and be organized so that the specific questions or requests for information each begin on a new page with the question repeated at the top of the page.

#### **I. Letter of Transmittal**

Each proposal should be accompanied by a letter of transmittal which summarizes key points of the proposal and which is signed by an authorized officer.

#### **II. Firm Experience and Qualifications**

- A. Please provide an overview of the firm and its qualifications. Please include the location of the firm's office(s) in the Commonwealth of Pennsylvania.
- B. Describe the firm's relevant workers compensation medical and vocational case management experience for the past 2 years for the following categories:
  - i. All Pennsylvania self-insured entities,
  - ii. All Pennsylvania local government units,
  - iii. Pennsylvania employers with multiple collective bargaining agreements.

#### **III. Case Management Team**

Provide brief resumes for the following individuals who will be assigned to the School District's workers compensation medical and vocational case management function. Please include only those individuals who will work on the School District's account and indicate level of education, experience in both workers compensation and non-workers compensation setting, and any nationally recognized certification(s).

- A. The project manager who will assume the day-to-day and on-site responsibility for managing and supporting the School District's workers compensation medical and vocational case management function.

- B. The medical specialist(s) who will be responsible for coordinating Claimants' medical and physical information, medical plans, and physician appointments.
- C. The vocational case manager(s) who will be responsible for locating and offering employment to the injured worker who has reached medical stability, locating alternative work that is available within the meaning of the Workers compensation Act, and providing the District with written documentation, and/or legal testimony when necessary.
- D. Other members of your team assigned to the project and the specific role that each can be expected to play.

#### **IV. Plan of Work**

Please provide a detailed plan of work for the School District's engagement. Indicate specific documentation and reporting functions and give examples of available litigation support services.

#### **V Firm Information/Equal Employment Opportunity**

- A. Describe your firm's equal employment opportunity policies and programs.
- B. Has your firm or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your firm's business or have any of your firm's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense involving financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.
- C. Has your firm, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter rising directly or indirectly from the conduct of your firm's business which is still pending or have any of your firm's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving financial misconduct or fraud which is still pending? If so, please describe any such indictments and surrounding circumstances in detail.
- D. Please describe (i) any material financial relationships that your firm or any firm employee has with any firms, or other persons or entities that may create a conflict of interest in acting as an independent contractor to the School District; (ii) any family relationship that any employee of your firm has with any public servant that may create a conflict of interest, or the appearance of a conflict of interest in acting as an independent contractor to the School District and (iii) any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest acting as an independent contractor to the School District. Please describe any procedures your firm either has adopted, or would adopt, to assure the School District that a conflict of interest would not exist for your firm in the future.

## **VI. Fee Proposal**

Please provide a fee structure that your firm would propose to provide medical and vocational case management services for the School District of Pittsburgh's (the "School District") workers compensation program in accordance with the requirements set forth in this document.

### **Evaluation Criteria and Selection Process**

The contract(s) will be awarded to the qualified proposer whose proposal is most advantageous to the School District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of award. Rather, the total scores will guide the School District in making an intelligent award decision based upon the evaluation criteria.

The School District reserves the right to request oral presentations from those firms determined to be in a competitive range and shall use the information derived from these oral presentations, if any, in its evaluation.

The School District anticipates selecting one medical and vocational case management firm using the following criteria to determine which firm meets the needs of the School District best.

<b><u>Medical and vocational case management</u></b>	<b><u>Points</u></b>
Ability to Meet the Specific Needs of the School District of Pittsburgh	20
Experience and Qualifications	30
Plan of Work	20
Fee	30