



STATE OF MONTANA REQUEST FOR PROPOSAL (RFP)

RFP Number:
MSF 46

RFP Title: MEDICAL & CLAIM RELATED BILL PROCESSING, REVIEW AND PAYMENT SERVICES

RFP Response Due Date and Time:
February 25, 2011
5 P.M., Local Time

Number of Pages: 33

ISSUING AGENCY INFORMATION

Procurement Officer:
Bridget McGregor

Issue Date:
January 21, 2011

**MONTANA STATE FUND
855 FRONT STREET
HELENA, MT 59604-4759**

**Phone: 406-495-5277
Fax: 406-495-5021
TTY Users, Dial 711**

Website: <http://vendor.mt.gov/>

INSTRUCTIONS TO OFFERORS

Return Sealed Proposal to:

**MONTANA STATE FUND
855 FRONT STREET
HELENA, MT 59604-4759**

Mark Face of Envelope/Package:

**RFP Number: MSF 46
RFP Response Due Date: February 25, 2011**

Special Instructions:

All respondents must review and price sample bills provided as part of this RFP. See page 21, Medical Bill Review, Processing and Payment System, for instructions.

IMPORTANT: SEE STANDARD TERMS AND CONDITIONS

OFFERORS MUST COMPLETE THE FOLLOWING

Offeror Name/Address:

Authorized Offeror Signatory:

(Please print name and sign in ink)

Offeror Phone Number:

Offeror FAX Number:

Offeror E-mail Address:

OFFERORS MUST RETURN THIS COVER SHEET WITH RFP RESPONSE

TABLE OF CONTENTS

	<u>PAGE</u>
Instructions to Offerors	3
Schedule of Events	4
Section 1: Project Overview and Instructions	5
1.0 Project Overview	5
1.1 Contract Term	5
1.2 Single Point of Contact	5
1.3 Required Review	5
1.4 General Requirements	6
1.5 Submitting a Proposal	7
1.6 Cost of Preparing a Proposal.....	7
Section 2: RFP Standard Information	8
2.0 Authority	8
2.1 Offeror Competition	8
2.2 Receipt of Proposals and Public Inspection.....	8
2.3 Classification and Evaluation of Proposals	8
2.4 MSF's Rights Reserved	10
Section 3: Scope of Project	10
Section 4: Offeror Qualifications/Informational Requirements	20
4.0 MSF's Right to Investigate and Reject	20
Section 5: Cost Proposal	20
Section 6: Evaluation Process	20
6.0 Basis of Evaluation	20
6.1 Evaluation Criteria	21
Appendix A - Standard Terms and Conditions	23
Appendix B - Contract	26
Appendix C - XML Bill Fill Feed to MSF	One Stop Website
Appendix D - DA Technical Road Map V4 for RFP	One Stop Website
Appendix E - Claim File Feed to Contractor	One Stop Website
Appendix F - CVS File Warrant / Payment File to Contractor	One Stop Website
Appendix G - MSF Pay Code Mapping	One Stop Website

INSTRUCTIONS TO OFFERORS

It is the responsibility of each offeror to:

Follow the format required in the RFP when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.

Provide complete answers/descriptions. Read and answer **all** questions and requirements. Don't assume MSF or evaluator/evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with MSF. The proposals are evaluated based solely on the information and materials provided in your response.

Use the forms provided, i.e., cover page, addenda, etc.

Submit your response on time. Note all the dates and times listed in the Schedule of Events and within the document, and be sure to submit all required items on time. Late proposal responses are **never** accepted.

The following items MUST be included in the response to be considered responsive. Failure to include any of these items may result in a nonresponsive determination.

Signed Cover Sheet

Signed Addenda

Point-by-Point response to all sections and subsections (per Section 1.5.1)

Complete answers to all requirements of Sections 3, 4, and 5

Correctly executed State of Montana "Affidavit for Trade Secret Confidentiality" form if claiming information to be confidential or proprietary (per Section 2.2.1)

SCHEDULE OF EVENTS

<u>EVENT</u>	<u>DATE</u>
RFP Issue Date.....	<u>January 21, 2011</u>
Deadline for Receipt of Written Questions	<u>February 3, 2011</u>
Deadline for Posting Written Responses to MSF's Website	<u>February 14, 2011</u>
RFP Response Due Date	<u>February 25, 2011</u>
Notification of Offeror Interviews/Product Demonstrations	<u>March 11, 2011</u>
Offeror Interviews/Product Demonstrations	<u>March 16 & 17, 2011</u>
Intended Date for Contract Award	<u>April 7, 2011</u>

SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

1.0 PROJECT OVERVIEW

The STATE OF MONTANA, **Montana State Fund** (hereinafter referred to as "MSF") is seeking a Contractor to provide **Medical & Claim Related Bill Processing, Review and Payment Services**. A more complete description of the services sought for this project is provided in Section 3, Scope of Project. Proposals submitted in response to this solicitation must comply with the instructions and procedures contained herein.

1.1 CONTRACT TERM

The contract term is for a period beginning on contract execution and ending **December 31, 2014**. The period from the date of contract execution through **December 1, 2011**, is the design, installation, testing and implementation phase, with the contractor's system to be ready for production on **December 1, 2011**, and implementation on **January 1, 2012**. Details and requirements for this schedule are set forth in section 3 of this RFP. Renewals of the contract, by mutual agreement of both parties, may be made at **two (2)**-year intervals, or any interval that is advantageous to MSF. This contract, including any renewals, may not exceed a total of **seven (7)** years, at the option of MSF.

1.2 SINGLE POINT OF CONTACT

From the date this Request for Proposal (RFP) is issued until an offeror is selected and the selection is announced by the procurement officer, **offerors are not allowed to communicate with any MSF staff or officials regarding this procurement, except at the direction of Bridget McGregor**, the procurement officer in charge of the solicitation. Any unauthorized contact may disqualify the offeror from further consideration. Contact information for the single point of contact is as follows:

Procurement Officer:	Bridget McGregor
Address:	855 Front Street, Helena, MT 59604
Telephone Number:	406-495-5277
Fax Number:	406-495-5021
E-mail Address:	bmcgregor@montanastatefund.com

1.3 REQUIRED REVIEW

1.3.1 Review RFP. Offerors should carefully review the instructions, mandatory requirements, specifications, standard terms and conditions, and contract set out in this RFP and promptly notify the procurement officer identified above in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which they discover upon examination of this RFP. This should include any terms or requirements within the RFP that either preclude the offeror from responding to the RFP or add unnecessary cost. This notification must be accompanied by an explanation and suggested modification and be received by the deadline for receipt of written or e-mailed inquiries set forth below. MSF will make any final determination of changes to the RFP.

1.3.2 Form of Questions. Offerors with questions or requiring clarification or interpretation of any section within this RFP must address these questions in writing or via e-mail to the procurement officer referenced above on or before **February 3, 2011**. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.

1.3.3 MSF's Response. MSF will provide an official written response by **February 14, 2011** to all questions received by **February 3, 2011**. MSF's response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFP will not be binding upon MSF. Any formal written addendum

will be posted on the state of Montana's OneStop Vendor Information website with the posting of the RFP at <http://svc.mt.gov/gsd/OneStop/SolicitationDefault.aspx> by the close of business on the date listed. **Offerors must sign and return with their RFP response an Acknowledgment of Addendum for any addendum issued.**

1.4 GENERAL REQUIREMENTS

1.4.1 Acceptance of Standard Terms and Conditions/Contract. *By submitting a response to this RFP, offeror agrees to acceptance of the standard terms and conditions and contract as set out in Appendices A and B of this RFP.* Much of the language included in the standard terms and conditions and contract reflects requirements of Montana law. Requests for additions or exceptions to the standard terms and conditions, contract terms, including any necessary licenses, or any added provisions must be submitted to the procurement officer referenced above by the date for receipt of written/e-mailed questions. Any request must be accompanied by an explanation of why the exception is being sought and what specific effect it will have on the offeror's ability to respond to the RFP or perform the contract. MSF reserves the right to address nonmaterial requests for exceptions with the highest scoring offeror during contract negotiation. Any material exceptions requested and granted to the standard terms and conditions and contract language will be addressed in any formal written addendum issued for this RFP and will apply to all offerors submitting a response to this RFP. MSF will make any final determination of changes to the standard terms and conditions and/or contract.

1.4.2 Resulting Contract. This RFP and any addenda, the offeror's RFP response, including any amendments, a best and final offer, and any clarification question responses shall be included in any resulting contract. MSF's contract, attached as Appendix B, contains the contract terms and conditions which will form the basis of any contract between MSF and the highest scoring offeror. In the event of a dispute as to the duties and responsibilities of the parties under this contract, the contract, along with any attachments prepared by MSF, will govern in the same order of precedence as listed in the contract.

1.4.3 Understanding of Specifications and Requirements. By submitting a response to this RFP, offeror agrees to an understanding of and compliance with the specifications and requirements described in this RFP.

1.4.4 Prime Contractor/Subcontractors. The highest scoring offeror will be the prime Contractor if a contract is awarded and shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, must be listed in the proposal. MSF reserves the right to approve all subcontractors. The Contractor shall be responsible to MSF for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Further, nothing contained within this document or any contract documents created as a result of any contract awards derived from this RFP shall create any contractual relationships between any subcontractor and MSF.

1.4.5 Offeror's Signature. The proposals must be signed in ink by an individual authorized to legally bind the business submitting the proposal. The offeror's signature on a proposal in response to this RFP guarantees that the offer has been established without collusion and without effort to preclude MSF of Montana from obtaining the best possible supply or service. Proof of authority of the person signing the RFP response must be furnished upon request.

1.4.6 Offer in Effect for 120 Days. A proposal may not be modified, withdrawn, or canceled by the offeror for a 120-day period following the deadline for proposal submission as defined in the Schedule of Events, or receipt of best and final offer, if required, and offeror so agrees in submitting the proposal.

1.5 SUBMITTING A PROPOSAL

1.5.1 Organization of Proposal. Offerors must organize their proposal into sections that follow the format of this RFP, with tabs separating each section. ***A point-by-point response to all numbered sections, subsections, and appendices is required.*** If no explanation or clarification is required in the offeror's response to a specific subsection, the offeror shall indicate so in the point-by-point response, or utilize a blanket response for the entire section, with the following statement:

“(Offeror's Name)” understands and will comply.

An offeror making the statement “Refer to our literature...” or “Please see www.....com” may be deemed nonresponsive or receive point deductions. If making reference to materials located in another section of the RFP response, specific page numbers and sections must be noted. **The Evaluator/Evaluation Committee is not required to search through literature or another section of the proposal to find a response.**

1.5.2 Failure to Comply with Instructions. Offerors failing to comply with these instructions may be subject to point deductions. MSF may also choose to not evaluate, may deem nonresponsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read, or are missing any requested information.

1.5.3 Multiple Proposals. Offerors may, at their option, submit multiple proposals, in which case each proposal shall be evaluated as a separate document.

1.5.4 Copies Required and Deadline for Receipt of Proposals. Offerors must submit **one original proposal and 7 copies** to MSF. In addition offerors must submit one electronic copy of the RFP response preferably in PDF format, on compact disk or by e-mail to Bridget McGregor. Offerors unable to provide an electronic copy of the proposal in PDF format must provide it in Word or text format. **PROPOSALS MUST BE SEALED AND LABELED ON THE OUTSIDE OF THE PACKAGE** to clearly indicate that they are in response to RFP MSF 46. ***Proposals must be received at MSF prior to 5:00 p.m., local time, February 25, 2011. Facsimile responses to requests for proposals are ONLY accepted on an exception basis with prior approval of the procurement officer.***

1.5.5 Late Proposals. ***Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.*** It shall be the offeror's sole risk to assure delivery at MSF by the designated time. Late proposals will not be opened and may be returned to the offeror at the expense of the offeror or destroyed if requested.

1.6 COST OF PREPARING A PROPOSAL

1.6.1 MSF Not Responsible for Preparation Costs. The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by MSF are entirely the responsibility of the offeror. MSF is not liable for any expense incurred by the offeror in the preparation and presentation of their proposal or any other costs incurred by the offeror prior to execution of a contract.

1.6.2 All Timely Submitted Materials Become MSF Property. All materials submitted in response to this RFP become the property of MSF and are to be appended to any formal documentation, which would further define or expand any contractual relationship between MSF and offeror resulting from this RFP process.

SECTION 2: RFP STANDARD INFORMATION

2.0 AUTHORITY

This RFP is issued under the authority of section 39-71-2315, MCA (Montana Code Annotated). The RFP process is a procurement option allowing the award to be based on stated evaluation criteria. The RFP states the relative importance of all evaluation criteria. Only the evaluation criteria outlined in this RFP will be used.

2.1 OFFEROR COMPETITION

MSF encourages free and open competition among offerors. Whenever possible, MSF will design specifications, proposal requests, and conditions to accomplish this objective, consistent with the necessity to satisfy MSF's need to procure technically sound, cost-effective services and supplies.

2.2 RECEIPT OF PROPOSALS AND PUBLIC INSPECTION

2.2.1 Public Information. All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the time for receipt of proposals has passed with the following three exceptions: (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by MSF; and (3) other constitutional protections. See section 18-4-304, MCA. MSF will make a copier available for interested parties to use at \$0.10 per page. The interested party is responsible for the cost of copies and to provide personnel to do the copying.

2.2.2 Procurement Officer Review of Proposals. Upon opening the proposals received in response to this RFP, the procurement officer in charge of the solicitation will review the proposals and separate out any information that meets the referenced exceptions in Section 2.2.1 above, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the proposal.
- The proposal does not contain confidential material in the cost or price section.
- An affidavit from an offeror's legal counsel attesting to and explaining the validity of the trade secret claim as set out in Title 30, chapter 14, part 4, MCA, is attached to each proposal containing trade secrets. Counsel must use the state of Montana's "Affidavit for Trade Secret Confidentiality" form in requesting the trade secret claim. This affidavit form is available on the OneStop Vendor Information website at: <http://svc.mt.gov/gsd/OneStop/GSDDocuments.aspx> or by calling (406) 444-2575.

Information separated out under this process will be available for review only by the procurement officer, the evaluator/evaluation committee members, and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

2.3 CLASSIFICATION AND EVALUATION OF PROPOSALS

2.3.1 Initial Classification of Proposals as Responsive or Nonresponsive. All proposals will initially be classified as either "responsive" or "nonresponsive". Proposals may be found nonresponsive at any time during the procurement process if any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the proposal is not within the plans and specifications described and required in the RFP. If a proposal is found to be nonresponsive, it will not be considered further.

2.3.2 Determination of Responsibility. The procurement officer will determine whether an offeror has met the standards of responsibility. Such a determination may be made at any time during the procurement process if information surfaces that would result in a determination of nonresponsibility. If an offeror is found nonresponsible, the determination must be in writing, made a part of the procurement file, and mailed to the affected offeror.

2.3.3 Evaluation of Proposals. An evaluation committee will evaluate the remaining proposals and recommend whether to award the contract to the highest scoring offeror or, if necessary, to seek discussion / negotiation or a best and final offer in order to determine the highest scoring offeror. All responsive proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, MSF may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors. These scores will be used to determine the most advantageous offering to MSF. If an evaluation committee meets to deliberate and evaluate the proposals, the public may attend and observe the evaluation committee deliberations.

2.3.4 Completeness of Proposals. Selection and award will be based on the offeror's proposal and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by offerors outside the formal response or subsequent discussion/negotiation or best and final offer, if requested, will not be considered, will have no bearing on any award, and may result in the offeror being disqualified from further consideration.

2.3.5 Opportunity for Discussion/Negotiation and/or Oral Presentation/Product Demonstration. After receipt of all proposals and prior to the determination of the award, MSF may initiate discussions with one or more offerors should clarification or negotiation be necessary. Offerors may also be required to make an oral presentation and/or product demonstration to clarify their RFP response or to further define their offer. In either case, offerors should be prepared to send qualified personnel to **Helena, Montana**, to discuss technical and contractual aspects of the proposal. Oral presentations and product demonstrations, if requested, shall be at the offeror's expense.

2.3.6 Best and Final Offer. The Best and Final Offer is an option available to MSF under the RFP process, which permits MSF to request a best and final offer from one or more offerors if additional information is required to make a final decision. Offerors may be contacted asking that they submit their best and final offer, which must include any and all discussed and/or negotiated changes. MSF reserves the right to request a best and final offer for this RFP, if any, based on price/cost alone.

2.3.7 Evaluation Committee Recommendation for Contract Award. The evaluation committee will provide a written recommendation for contract award to the procurement officer that contains the scores, justification, and rationale for the decision. The procurement officer will review the recommendation to ensure its compliance with the RFP process and criteria before concurring in the evaluation committee's recommendation.

2.3.8 Request for Documents Notice. Upon concurrence with the evaluator's/evaluation committee's recommendation, the procurement officer will issue a "Request for Documents Notice" to the highest scoring offeror to obtain the required documents/information, such as insurance documents, contract performance security, an electronic copy of any requested material, i.e., RFP response, response to clarification questions, and/or best and final offer, and any other necessary documents. Receipt of the "Request for Documents Notice" does not constitute a contract and **no work may begin until a contract signed by all parties is in place**. The procurement officer will notify all other offerors of MSF's selection.

2.3.9 Contract Execution. Upon receipt of all required materials requested in the "Request for Documents Notice," a formal contract utilizing the contract attached as Appendix B and incorporating the Standard Terms and Conditions attached as Appendix A, as well as the highest scoring offeror's response to the RFP, will be provided to the highest scoring offeror for signature. The highest scoring offeror will be

expected to accept and agree to all material requirements contained in the contract and set out in Appendix A of this RFP. If the highest scoring offeror does not accept all material requirements, MSF may move to the next highest scoring offeror, or cancel the RFP. Work under the contract may begin when the contract is fully executed, i.e., when the contract is signed by all parties.

2.4 MSF'S RIGHTS RESERVED

While MSF has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes a commitment by MSF to award and execute a contract. Upon a determination such actions would be in its best interest, MSF, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any proposal;
- Not award if it is in the best interest of MSF not to proceed with contract execution; or
- If awarded, terminate any contract if MSF determines adequate MSFs are not available.

SECTION 3: SCOPE OF PROJECT

MONTANA MSF BACKGROUND INFORMATION

MSF is a non-profit, public corporation and was established for the purpose of allowing an option for employers to insure their liability for workers' compensation and occupational disease coverage in Montana. MSF is Montana's largest writer of workers' compensation insurance. MSF is one of three options employers have to provide for their workers' compensation insurance. Employers may self insure, contract with private insurance carriers, or contract with MSF.

MSF is commonly known as the Plan 3 option for employers. MSF is a mono-line insurance company engaged in providing only workers' compensation and occupational disease insurance in Montana. MSF functions as a competitive insurer and also as the guaranteed market for workers' compensation insurance for Montana employers.

MSF is operated much the same as a private insurance carrier, using actuarially sound principles in setting its insurance rates. By law, MSF must be neither more nor less than self-supporting. MSF currently has about 28,000 employer policyholders in the state of Montana.

The objective of MSF is to provide optimal medical services to an injured employee in order to return the employee to work as soon as possible after a work related injury or occupational disease, and to provide medical services considered reasonable and medically necessary, in a timely and cost effective manner.

With this RFP, MSF is soliciting responses from Contractors who can deliver medical and claim related bill processing, review and payment services that will be used by MSF for bills submitted by health care providers, vendors and injured employees. MSF will entertain proposals for a full service arrangement as described below in "Business Need".

Medical Bill & Claim Related Billing Statistics

The following information represents bills processed by CorVel Corporation for MSF fiscal years July 1, 2009 through June 30, 2010. Premium has decreased thus far in FY11 although the number of bills is anticipated to remain somewhat stable, depending on the application of Montana Utilization and Treatment Guidelines that are anticipated to be effective May 1, 2011, and the change in the number of claims for employees' compensation medical benefits. However, it is expected the actual numbers of bills will vary from year to year.

Cost Category	Total Paid		Total Bills	
	FY09	FY10	FY09	FY10
Physicians & Surgeons	\$15,035,091	\$15,549,216	60,441	58,183
Inpatient Hospital	\$11,157,088	\$10,116,401	631	598
ER/Outpatient	\$9,460,585	\$7,372,041	11,365	6,661
Surgery Center	\$3,629,148	\$2,869,406	1,508	1,340
Chiropractor	\$1,210,416	\$1,029,423	9,749	8,858
Nurse Care	\$49,101	\$152,890	44	86
Physical Rehabilitation	\$6,005,372	\$6,991,231	31,521	31,181
Vocational Rehabilitation	\$2,243,483	\$2,067,580	3,862	3,797
Medical Case Management	\$210,746	\$305,985	464	583
Long Term Care / Home Health	\$495,464	\$580,311	489	448
Diagnostics/X-ray/Lab	\$6,090,283	\$5,089,074	28,507	24,653
Ambulance/Airlift	\$559,144	\$492,392	424	367
Psychological	\$304,221	\$369,123	1,064	1,272
Prosthetics/DME	\$1,609,363	\$1,676,175	4,782	4,373
Other Medical Supplies	\$655,622	\$680,582	5,384	4,808
IME/Review Panels	\$168,847	\$113,711	182	75
Mortician/Burial	\$58,598	\$25,081	17	8
Schools & Retraining	\$211,888	\$242,441	113	157
Home/Vehicle Modifications	\$47,845	\$45,961	11	21

MSF's contract with the current medical bill review vendor includes the following fees:

\$6.62 per bill regardless of the number of line items per bill. This fee includes scanning of bills, medical notes, daily courier service to pick up bills, bill entry, bill review, and issuance of the EOR and payments. There is no additional scanning charge when bills are re-evaluated, or re-scanned due to contractor system limitations and bills paid incorrectly.

\$3.41 for each payment issued including payments for re-evaluations that are not due to contractor error.

Professional Review is paid at 25% of the savings on all non-facility bills that do not come from contractor's PPO providers, and 20% savings on contractor's PPO providers. An additional 25% of Professional Review savings is payable if review is requested by MSF for facility-based services. All savings exclude deductions to bills based on DOLI fee schedules, MSF business rules or PPO contracts.

Business Need

MSF, as an entity of the state of Montana, is required to seek services from vendors by competitive proposal. The current vendor has been under contract to provide medical bill processing, review, payment and performance reporting since 2004 as a result of an RFP for these services at that time. This RFP is released to seek similar services as this contract terminates December 31, 2011.

MSF seeks to contract for the provision of the most effective and efficient medical bill review and payment services for medical and some claim related provider bills. Retail pharmacy bills are not part of this RFP because they are processed by a separate entity under a Preferred Provider Organization (PPO) contract with MSF. Legal, private investigation, injured employee travel and internal peer review services are also not part of this RFP as they are processed internally by MSF.

The goal of this RFP is to identify vendor options that will help MSF enhance services to stakeholders by accurate and timely payment of medical and claim related expenses. MSF seeks to determine the most effective and efficient vendor approach towards meeting the insurance business needs for medical bill processing, review, payment and performance reporting, with the following system capabilities. Proposers must provide a detailed response and description of how the proposer will provide and implement each of the following items. These items are mandatory and are described in more detail in this section 3. Failure to identify the Contractor's ability to comply with the mandatory requirements will render the proposal as non-responsive to the RFP, and the proposal will not be considered:

1. Ability to process medical bills through the medical bill review software using correct coding protocols and guidelines for reimbursement in accordance with the National Correct Coding Initiative (NCCI), Montana laws and administrative rules, and Department of Labor and Industry (DOLI) fee schedules and rules
2. Application and tracking of services provided and billed as compared with Montana Utilization & Treatment Guidelines
3. Options available for Contractor notification of providers when services are in excess of Montana Utilization and Treatment Guidelines
4. Electronic billing at no additional cost to MSF
5. Electronic provider payment and Explanation of Review (EOR) distribution
6. Provider profiling reports
 - a. Routine reporting for high dollar and volume providers by diagnosis and Current Procedural Terminology (CPT) codes.
 - b. Per National Provider Identification (NPI) number validated by bill review Contractor
7. Reassignment of bills paid under the incorrect claim number without having to deny and reprocess
8. Official Disability Guidelines (ODG) or Medical Disability Advisor (MDA) injury duration or return to work data for reserving purposes
9. ICD10 transition for diagnostic coding
10. Treatment calendar of medical services billed by provider type at an individual claim level
11. Ability to view MSF claim status in bill review system (e.g., undecided, pending, accepted or denied)
12. Ability to identify a claim as a Lockhart Lien claim for the Claim Examiner in the bill review system (reference section 3.6 for more information regarding Lockhart Lien)
13. Ability to process 2 checks from one bill and apply split payment for attorney percentage to comply with Lockhart Lien obligations (reference section 3.6 for more information regarding Lockhart Lien)
14. User friendly bill and code definition look up and search functions
15. Ability to download or export medical bill and payments activity in total or by various search options
16. Ability to view the bill, notes, EOR and check (if bill paid) in Contractor's system
17. Duplicate bill check for denial
18. Ability to reimburse injured employee out-of-pocket expenses
19. Ability to apply special handling for specific treatments and/or providers on a bill-by-bill basis
20. Ability to analyze payment of bills based on part of body accepted as denoted in bill review system
21. Ability to load and apply MSF PPO network/contractual payment rates and rules
22. Capped rent-to-purchase processing capabilities for MSF PPO contracts
23. Payment of out-of-state bills using the billing provider's state employees' compensation rules
24. Automated CCI edits applied to bill review
25. Timely turn around for bill processing, reprocessing and provider payments
26. Ability to transmit negative adjustments (e.g., overpayments and recoveries) in bill file
27. Ability for claim examiner to add comments on bills for proper payment processing and provider communication
28. Ability to pay foreign medical bills (e.g., Canada and Mexico)
29. Ability to comply with future federal 3% payment withholding requirements
30. Ability to issue 1099's to provider payees for payments based on Internal Revenue Service regulations

31. Ability to report and send file data for charges by categories (e.g., bill processing, professional review and PPO fees, and provider payment)

Current System Capability at MSF

MSF stores all medical transactions in an in-house Oracle data base schema. The Oracle database is running on AIX-UNIX. ClaimCenter by Guidewire is used as MSF's claim management system.

Development of future technology services will be a coordinated effort between MSF and the vendor selected in order to ensure compatibility. These services must work with industry-standard portal technology.

The Contractor must be able to comply with the content and definition of MSF file layouts:

1. XML bill file feed to MSF, i.e., Appendix C - Medpay 1804.txt and Appendix D - DA Technical Road Map V4 for RFP.xlsx.
2. Bill file feed will include TIF images for bills, notes and EOR that can be tied via bill number back to the XML incoming file. Each incoming bill must have a corresponding image.
3. Claim file feed to Contractor, i.e., Appendix E - Claimfeed_Example.txt
4. CSV File Warrant / Payment File to Contractor, i.e., Appendix F - Paylist_201012202008.csv

FTP Site Requirements:

1. Vendor must maintain a secure FTP site where MSF and Contractor will share files.
2. Contractor must establish and maintain separate secured directory structures on FTP site for 3 levels of data file exchange: Development, QA-TEST, and Production.

Testing:

1. Contractor must have a test system for software development and ongoing maintenance.

Quality:

1. Contractor must maintain a high level of data quality pursuant to designated time frames for system access and offer a provision to pay MSF penalties for system down time or data feeds that are insufficient or inaccurate.
2. Contractor must support an established formal process for communication, system development, data correction, and system enhancements.

The initial phase of implementing this medical bill review and payment process contract is MSF's selection of a Contractor. This will be followed by a period of coordination for planning, with the intention of developing and implementing the software communication and reporting systems and testing of all systems prior to the contract implementation date.

It is anticipated that the development phase will last approximately six (6) months. MSF in its discretion will make the final decision concerning the implementation of the medical bill review and payment process.

MSF will be implementing this Medical & Claim Related Bill Processing, Review and Payment Services solution in conjunction with the application of the new Montana Utilization and Treatment Guidelines and as a part of its Claims Processing system.

MSF requires all interfaces be completed for testing in our environment by **10/15/2011**, to be ready for production on **12/1/2011** and deployment on **1/1/2012**. ***Contractor must provide a performance guarantee payable to MSF for Contractor failure to meet the designated time frames for development, testing and implementation standards. If Contractor fails to meet these deadlines, MSF also reserves the right to cancel the contract on 10 days notice.***

Medical & Claim Related Bill Processing, Review and Payment - Workflow/Services

Following is a description of the current processes and anticipated scope of services and requirements MSF is requesting for this RFP. The items listed below (3.0 – 3.22) describe the anticipated scope of services that will be stated in a final contract between the Contractor and MSF. MSF is also interested in alternative and/or additional workflow and service recommendations from Contractors that will meet our business needs.

3.0 Bills and medical notes and other claim related bills - sent to MSF by providers, vendors and injured employees

Bills and medical notes (health care information) and other claim related bills will continue to be sent to MSF for processing in hardcopy (either via fax, FedEx, USPS, or UPS) by medical providers, vendors and injured employees. (MSF is interested in pursuing electronic billing options as opportunities and system capabilities are available.)

3.1 Bills and medical notes entered into Contractor's system

Contractor will manually retrieve the bills (UB04, CMS1500 and other invoices), medical notes and other claim related bills in hardcopy from MSF for processing. MSF claim examiners must have access to the medical bills, notes and other claims related information within the next business day of the Contractor's receipt of these materials. (MSF is interested in pursuing electronic billing options as opportunities and system capabilities are available.)

3.2 Bill Review

The Contractor will process MSF medical bills through their bill review software using correct coding protocols and guidelines for reimbursement in accordance with the National Correct Coding Initiative, Montana laws and administrative rules, Department of Labor fee schedules and rules, MSF PPO contract fee schedules and contract terms, and application of the Montana Utilization and Treatment Guidelines. Other claim related bills will be processed by the Contractor in accordance with MSF business rules as defined in MSF's Medical Payments Procedure Manual.

Amendments by the Department of Labor to fees schedules, amendments to MSF contracts, legislation changes, Montana Utilization and Treatment Guideline changes, case law and standard coding updates will be incorporated by the Contractor to meet effective dates of the changes or additions. Legislative proposals being considered during the 2011 legislative session are available at [http://laws.leg.mt.gov/laws11/law0203w\\$.startup](http://laws.leg.mt.gov/laws11/law0203w$.startup). Rules filing for the Department of Labor and Industry's Utilization and Treatment Guidelines are anticipated January 31, 2011. For a copy of these Rules, contact Bridget McGregor at bmcgregor@mt.gov after this date.

The Contractor will provide interactive access to Contractor's systems so that MSF staff may access information regarding specific injured employees and the related billing information. This will include approximately 100-150 MSF staff members.

The Contractor must demonstrate how they will provide notification to a claim examiner when treatment is nearing the limits afforded by the Montana Utilization and Treatment Guidelines, a running comparison of the treatments to date in comparison with the Guidelines, including but not limited to a recommendation to deny payment for treatment beyond Guidelines. The Contractor's system must accommodate MSF claims examiners extension of services beyond Guidelines, and maintain the running total of treatments up to a pre-set determination.

The Contractor will demonstrate how they will provide claim examiner access to nationally recognized return to work recommendations by injury (e.g., Official Disability Guidelines or Medical Disability Advisor).

3.3 Professional Review Services

Contractor will provide professional review services for bill savings attainable on out-of-state inpatient bills outside of MSF business rules and MSF's PPO contracts.

3.4 Claim Examiner Decision

Contractor's bill review and approval system must afford access for MSF claim examiners to review initial payment determination, apply special handling for specific treatments and/or providers on a bill-by-bill basis, and document payment decisions.

Claim examiner payment decisions will include:

- a) "Approved" - the services are compensable and the bill is payable;
- b) "Approved pending reprocessing" – the services are approved as amended by claim examiner instructions; or
- c) "Denied" - the services are not compensable and the bill is not payable (as designated by a reason code or explanation)

3.5 Implementation of Claim Examiner Determination

Once the Contractor receives the payment determination from the claim examiner the Contractor will implement one of the following actions:

- a) "Approved" - the services are compensable and payable as processed by the Contractor using all applicable rules, regulations and fee schedules. The Contractor will process for payment with an EOR provided to the medical provider.
- b) "Approved pending reprocessing" – some services on the bill may be approved and is communicated to the Contractor by claim examiner on a bill-by-bill basis. The Contractor will apply the special instructions to the bill and resubmit to the claim examiner for approval. Once approved by the claim examiner, the Contractor will process for payment with an EOR provided to the medical provider.
- c) "Denied" - The claim examiner has determined the services are not compensable. The Contractor sends a denial in the EOR with reason(s) to substantiate this decision to the medical provider and injured employee, as appropriate.

3.6 Lockhart Liens Provision

A *Lockhart* attorney fee lien applies to all medical benefits secured through the efforts of the injured employee's attorney. An attorney representing an injured employee is entitled to collect an attorney fee based upon the amount of disputed medical benefits ultimately paid by the insurer. [Lockhart v. New Hampshire Ins. Co., 1999 MT 205, 295 Mont. 467, 984 P.2d 744.](#) The lien may apply to some or *all* medical benefits, *past* and *future*.

The Contractor must be able to process Lockhart Lien payments to the provider and injured employee's attorney based on information provided by MSF in the eligibility file feed to the Contractor. In those cases with a lien, separate payments must be issued - one to the provider and one to the attorney requesting the lien. For example, if the lien is 20%, and the amount payable is \$100.00, the provider

will receive \$80 and the attorney \$20. Contractor must be able to adjust the provider and or attorney portion of payment independent of each other based on re-evaluation.

3.7 Contractor Transmits Payment to Providers

Based on Contractor bill review analysis and claim examiner determinations Contractor transmits payment with the EOR to medical providers and vendors. The Contractor will guarantee payments are made accurately and within the time limits as provided in the contract.

The Contractor will demonstrate how overpayments and any payments made in error will be handled, including but not limited to: reassignment of bills paid under the incorrect claim number without having to deny and reprocess; and the ability to transmit negative adjustments (e.g., overpayments and recoveries) in the bill file. The contract will include time frames for resolution of these issues.

3.8 Contractor Transmits Bill Data, Financial Data and EOR to MSF

The Contractor will submit Bill Data and Financial Data to MSF in the format specified in this RFP; specifically Appendix C - Medpay 1804.txt, Appendix D - DA Technical Road Map V4 for RFP.xlsx., and Appendix G - MSF Pay Code Mapping.xlsx. ***Failure to identify the Contractor's ability to comply with these requirements will render the responder as non-responsive to the RFP and the submission will not be considered.*** The final data transmission and interface processes will be jointly agreed to by the Contractor and MSF following the award of the contract and prior to implementation of services. MSF will render ultimate approval for the system requirements.

Bill and Financial Data

The Contractor will provide bill, EOR and provider and vendor financial transaction information via electronic interface to MSF in the format and detail identified in Appendices C and D. The file will include TIF images for bills, notes and EOR that can be tied via bill number back to the XML incoming file. Each incoming bill must have a corresponding EOR and supporting documentation.

EOR (Explanation of Review)

The Contractor will mail or transmit an EOR to the medical provider, and injured employee if services are denied, for each bill processed. (MSF is interested in pursuing electronic remittance options as opportunities and system capabilities are available.)

3.9 Electronic Billing

The Contractor will demonstrate how they manage electronic bills, EORs and supporting documentation for medical providers, including but not limited to hospitals, ambulatory surgery centers and other medical providers whose payments are regulated by the Montana non-facility fee schedule. Per Administrative Rules of Montana 24.29.1406 (2), To the extent possible, electronic billing must be utilized by both providers and payers in the billing and reimbursement process to facilitate the rapid transmission of data, lessen the opportunity for errors, and lessen system costs.

3.10 Medical Bill Review Reports

The Contractor will provide standard monthly reports by each MSF team and in the aggregate electronically, to include but not limited to the following:

Utilization by Claim

a. Claim #

- b. Injured Employee Name
- c. Provider Name
- d. Dates of Service
- e. Type of service
- f. Charge/paid/recovered
- g. Comparison of actual treatments to Montana Utilization & Treatment Guidelines

Provider Info

- a. Total billed by claim and in the aggregate
- b. Total paid by claim and in the aggregate
- c. Procedure codes billed
- d. Total number of bills
- e. Analysis of diagnosis codes to procedure codes
- f. Profile of provider by NPI in relation to treatment patterns

Savings Info

- a. Total billed
- b. Total paid
- c. Other charges
- d. Other discounts
- e. Net savings
- f. Return on Investment

Statistical Info

- a. Average number of days from bill receipt to processed
- b. Range of number of days from bill receipt to processed
- c. Average bill volume per day/week/month, etc.
- d. # and % of duplicate submissions
- e. # and % of bills denied
- f. # of bills requiring reprocessing after finalized for payment or denial
- g. # of bills requiring reprocessing prior to finalization by the Claim Examiner

3.11 PBM Interface

Contractor will have the ability to accept PBM data for overall claim internal profiling and financial analysis, including but not limited to inclusion and comparison to the Montana Utilization and Treatment Guidelines and a treatment calendar showing dates of treatments and filled prescriptions.

3.12 Customer Service

Contractor will provide access (including a toll-free number) to providers during working hours in Montana (8am to 6pm MST or MDT), to address and resolve all provider issues based on the bill review services. The Contractor will be responsible for advising all payees that they are the contact for bill payment issues.

The Contractor will designate one or more representatives who will be available to MSF as needed for business and services review and provide a phone number (toll-free) and e-mail address for the identified representatives.

The Contractor will meet agreed upon turnaround times and quantify performance guarantees for meeting or exceeding quality controls and standards for processing and payment of bills. Contractor will propose performance guarantees payable to MSF for failure to meet the agreed upon service levels and system standards.

Contractor will maintain an office in Helena, Montana, staffed with Contractor's employees that will have responsibility for assuring the services in the agreement are delivered.

Contractor agrees to provide MSF customer user release notes one week prior to any scheduled upgrade software release.

3.13 Quality Assurance (QA)

Contractor will ensure adequate numbers of qualified staff are available to process MSF medical and claim related bills. Contractor will conduct QA of bill review processes and communicate its audit plan and results to MSF. Contractor must also allow access by MSF to records for audit.

Contractor will have a plan for updates to their system and demonstrate system development processes, system quality assurance, testing and system reporting procedures to correct defects and enhancements throughout the contract period. Contractor will propose performance guarantees payable to MSF for failure to meet the agreed upon service levels and system standards.

3.14 Dispute Resolution

Contractor will address provider issues through a written dispute resolution process and provide toll-free telephone, e-mail and written response services to providers, vendors and injured employees. In addition, should the issue proceed to a hearing before the Department of Labor, Workers' Compensation Court or Montana Supreme Court, Contractor will handle the dispute and provide the necessary legal representation to resolution or provide indemnification to MSF to defend decisions, unless otherwise requested by MSF.

3.15 Disaster Recovery

Contractor will maintain an appropriate disaster recovery plan to ensure data integrity and access by MSF.

3.16 MSF Claim Information to be provided Contractor

The Contractor will receive MSF claim information and status via electronic transmission on a daily basis during regular work days, i.e., Appendix E - Claimfeed_Example.txt. Historical claims data will be provided as agreed upon in the contract.

3.17 System Availability

The Contractor will provide sufficient support staff for all system issues to ensure that the Contractor's system down-time or malfunction is limited to not more than one hour disturbance per week. Contractor will provide MSF access to the medical bill review and payment system during working hours in Montana (8am to 6pm MST or MDT).

3.18 Additional requirements

The Contractor will participate in a semi-annual plan review at MSF. MSF may request quarterly plan reviews the first year.

The Contractor will be available to provide training to MSF staff prior to implementation, not to exceed four days. In addition, the Contractor will provide training to MSF if requested, not to exceed four days per calendar year.

Contractor will keep all information received from MSF, and all information and data created under the contract confidential, unless authorized by MSF in writing to release the data or information. If Contractor is subpoenaed for MSF information, Contractor will notify MSF within 24 hours of service of subpoena and 24 hours prior to response.

The Contractor will assure that appropriate steps and actions are taken to comply with all applicable federal and state pricing laws and regulations, including without limitation the Health Insurance Portability and Accountability Act (HIPAA).

Contractor will provide MSF with interface transition and implementation assistance and shall include a performance guarantee to assure proper transition from the current Contractor, as appropriate or indicated.

3.19 Ownership of data

All data upon termination of the contract will be transferred to MSF in a usable format. At the end of the contract period, or any renewal, the Contractor shall provide all necessary and reasonable assistance to MSF and the next selected Contractor, if one exists, for transition to either MSF or another Contractor.

3.20 PPO's

Contractor may have PPO networks available for services to MSF. MSF may wish to contract with a Contractor to utilize their PPO networks as part of the services provided in accordance with this RFP and contract.

3.21 Contract Performance Security

The successful offeror must provide Contract Performance Security in the amount of \$1,000,000. The contract performance security must be provided by the successful Offeror, on or before the date a contract is signed between the MSF and the successful offeror. THE SECURITY MUST BE IN ORIGINAL FORM. FACSIMILE, ELECTRONIC, OR PHOTOCOPIES ARE NOT ACCEPTABLE.

The performance security must be an irrevocable letter of credit issued by a single financial institution and supplied on MSF's designated form.

This security must remain in effect for the entire contract period. A new irrevocable letter of credit must be issued to MSF if this contract is renewed.

The contract security must be provided to the following address: MSF, PO Box 4759, Helena, MT 59604-4759.

3.22 Timelines

This RFP is being issued and processed on critical timelines. The timelines must be met in order for MSF to adequately interface bill processing data into current claims, financial and reporting systems without disruption, and to meet claim adjudicatory, payment, financial and regulatory reporting requirements of an insurance carrier operating in the Montana workers' compensation system.

Contractors must be able to meet MSF design, installation, testing and implementation timelines. **MSF requires all interfaces be completed for testing in our environment by 10/15/2011, to be ready for production on 12/1/2011 and deployment on 1/1/2012.**

Contractor must provide a performance guarantee payable to MSF for Contractor failure to meet the designated time frames for development, testing and implementation standards. If Contractor fails to meet these deadlines, MSF also reserves the right to cancel the contract on 10 days notice.

SECTION 4: OFFEROR QUALIFICATIONS/INFORMATIONAL REQUIREMENTS

4.0 MSF'S RIGHT TO INVESTIGATE AND REJECT

MSF may make such investigations as deemed necessary to determine the ability of the offeror to perform the services specified. MSF reserves the right to reject any proposal if the evidence submitted by, or investigation of, the offeror fails to satisfy MSF that the offeror is properly qualified to carry out the obligations of the contract. *This includes MSF's ability to reject the proposal based on negative references.*

SECTION 5: COST PROPOSAL

The offeror should present their proposal for reimbursement for their services. The proposed costs for the services provided under this RFP will be set forth in the offeror's responses to section 6.1 – Evaluation Criteria.

SECTION 6: EVALUATION PROCESS

6.0 BASIS OF EVALUATION

The evaluator/evaluation committee will review and evaluate the offers according to the following criteria based on a **total number of 1000 points**.

SCORING GUIDE

The scoring of each phase is weighted by percentages. The proposal will be scored according to the following guidelines, with items awarded points according to these guidelines. Each section will then be weighted by the percentage indicated, resulting in an overall score.

In awarding points to the evaluation criteria, the evaluator/evaluation committee will consider the following guidelines:

Superior Response (95-100% of total points): A superior response is a highly comprehensive, excellent reply that meets or exceeds all of the requirements of the RFP. In addition, the response covers areas not originally addressed within the RFP and includes additional information and recommendations that would provide both valuable and beneficial to MSF. This response is considered by the evaluation committee member to be an excellent standard, demonstrating the offeror's authoritative knowledge, practice and understanding of the services desired.

Good Response (85-94% of total points): A good response meets all the requirements of the RFP and demonstrates in a clear and concise manner a thorough knowledge and understanding of the project and subject matter, with no deficiencies noted.

Fair Response (75-84% of total points): A fair response meets most requirements set forth in the RFP. The offeror demonstrates some ability to comply with guidelines and requirements of the project and demonstrates knowledge of subject matter.

Poor Response (65-74% of total points): The response minimally meets most requirements set forth in the RFP. Offeror demonstrates minimal knowledge of subject matter.

Failed Response (<=64% of total points): A failed response does not meet the requirements set forth in the RFP. The offeror has not demonstrated sufficient knowledge of the subject matter.

All proposals should address the following items, including either a description of the implementation of each service listed or documentation of the required criteria.

6.1 EVALUATION CRITERIA

I. Medical Bill Review, Processing and Payment System	Total points possible = 400; 40% weight
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Describe a detailed review of the workflow, including turnaround times for bill processing and payment, and services provided by Contractor as noted in Section 3, Scope of Services section, beginning with arrival of the bill at MSF and ending with transmission of payment to the provider and transfer of all data, costs and file images back to MSF. Describe internal audit and quality control processes to minimize errors and ensure service levels are met. Include a description of processes for recovery or reimbursement for overpayments or adjustments. Descriptions of each step and the services provided should be in narrative form. Diagrams may also be provided. Contractor may also provide alternative and/or additional workflow and service recommendations that will meet MSF's business needs.

In order to complete the RFP process each contractor must review the bills provided by MSF and price in accordance with the submitted instructions and information. Scoring will be focused on accuracy of pricing in accordance with correct coding protocols and guidelines for reimbursement in accordance with the National Correct Coding Initiative, Montana laws and administrative rules, Department of Labor fee schedules and rules, and MSF PPO contract fee schedules and contract terms.

If you intend to respond to this RFP, please contact Kathy Gowen at (406) 495-495-5201 or e-mail at kgowen@montanastatefund.com to have the medical bills and instruction set sent by Federal Express.

Offeror must submit their bill review results with the completed RFP due February 25, 2011.

II. Contractor Compensation & Billing	Total points possible = 300; 30% weight
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More points will be awarded to the offeror with the overall bill review and payment compensation that is most cost-beneficial, predictable, and that supports MSF's business needs and goals. Provide a clear and complete description of the pricing structure for the proposed bill review services including and fee associated with the issuance of payment to providers, vendors and injured employees. Indicate whether there will be any additional charge for the PBM Interface described in 3.11. Identify any implementation costs or expenses associated with system enhancements.

III. System Functionality & Support	Total points possible = 300; 30% weight
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Describe offeror's testing processes with timelines for going live to ensure all information between MSF and the offer meets functional requirements. Describe offeror's ability to accommodate ongoing testing after going live to ensure all information between MSF and the offeror continues to function correctly and support all ongoing system changes. Identify the team and process involved with implementation, testing and conversion and provide a timetable for these processes, job descriptions for each member of the team, and any and all fees associated with implementation and conversion. Describe offeror's process for receiving and loading MSF claim identification and demographic data, claim status, and treating physician(s) via electric transmission. Describe offeror's information technology architecture and compatibility with MSF's file transfer and acceptance specifications (Appendices C, D, E, and F). Describe offeror's disaster and back-up plans to ensure systems are available to MSF. Describe the positions and qualifications all personnel who are

responsible for implementation, transition and addressing system issues and ensuring the bill review and payment system down-time or malfunctions for MSF is limited to not more than one hour disturbance per week.

IV. Reference Checks / Financial Stability	Pass / Fail
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- A. Offeror shall provide a minimum of three **(3)** references that are using services of the type proposed in this RFP. The references should include workers compensation self insured organizations, state funds or private carriers where the offeror, preferably within the last five **(5)** years, has successfully provided medical bill review and payment services. At a minimum, the offeror shall provide the company name, the location where the services were provided, contact person(s), customer's telephone number, e-mail address, and a complete description of the service type, and dates the services were provided. These references may be contacted to verify offeror's ability to perform the contract. MSF reserves the right to use any information or additional references deemed necessary to establish the ability of the offeror to perform the conditions of the contract. Negative references may be grounds for proposal disqualification.
- B. Offeror shall provide the names and contact information for at least two **(2)** former clients who have terminated their relationship with the offeror within the last 12 months. At a minimum, the offeror shall provide the company name, the location where the services were provided, contact person(s), customer's telephone number, e-mail address, and a complete description of the service type, and dates the services were provided. These references may be contacted to verify offeror's ability to perform the contract.
- C. Offeror shall provide a SAS 70 service audit report or comparable assurance from an independent third party regarding the sufficiency and effectiveness of internal controls for their operations and business. If a SAS 70 or similar level independent report is not available, please explain why none is available, and what assurance Offeror provides MSF regarding the sufficiency of Offeror's internal controls.

V. Interview/Product Demonstration

MSF will select up to 3 of the top scoring proposals for on-site interviews and product demonstration. If selected, offeror will be required to make an oral presentation and demonstration at MSF to clarify their RFP response or to further define their offer. In either case, offerors should be prepared to send qualified personnel to Helena, Montana, on **March 16 and 17, 2011**, to discuss the proposal. Oral presentations and demonstrations will be at the offeror's expense. Based on discussion and information provided at the presentation, MSF will re-evaluate and finalize the scoring of each proposal.

APPENDIX A: STANDARD TERMS AND CONDITIONS

Standard Terms and Conditions

By submitting a response to this invitation for bid, request for proposal, limited solicitation, or acceptance of a contract, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLICITATION RESPONSES: MSF reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of MSF. Bids, proposals, and limited solicitation responses will be firm for 30 days, unless stated otherwise in the text of the invitation for bid, request for proposal, or limited solicitation.

ACCESS AND RETENTION OF RECORDS: The contractor agrees to provide MSF, Legislative Auditor, or their authorized agents, access to any records necessary to determine contract compliance. (Section 18-1-118, MCA). The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the State of Montana or third party.

ALTERATION OF SOLICITATION DOCUMENT: In the event of inconsistencies or contradictions between language contained in MSF's solicitation document and a vendor's response, the language contained in MSF's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification and possible debarment.

ASSIGNMENT, TRANSFER AND SUBCONTRACTING: The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of MSF. (Section 18-4-141, MCA.)

AUTHORITY: The attached bid, request for proposal, limited solicitation, or contract is issued under authority of Title 18, Montana Code Annotated, and the Administrative Rules of Montana, Title 2, chapter 5.

COMPLIANCE WITH LAWS: The contractor must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the contractor subjects subcontractors to the same provision. In accordance with section 49-3-207, MCA, the contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

CONFORMANCE WITH CONTRACT: No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of the contract shall be granted without prior written consent of MSF. Supplies delivered which do not conform to the contract terms, conditions, and specifications may be rejected and returned at the contractor's expense.

DEBARMENT: The contractor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the contractor cannot certify this statement, attach a written explanation for review by MSF.

DISABILITY ACCOMMODATIONS: MSF does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need aids, alternative

document formats, or services for effective communications or other disability related accommodations in the programs and services offered are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

FACSIMILE RESPONSES: Facsimile responses will be accepted for invitations for bids, small purchases, or limited solicitations ONLY if they are completely received by MSF prior to the time set for receipt. Bids, or portions thereof, received after the due time will not be considered. Facsimile responses to requests for proposals are ONLY accepted on an exception basis with prior approval of the procurement officer.

FAILURE TO HONOR BID/PROPOSAL: If a bidder/offeror to whom a contract is awarded refuses to accept the award (PO/contract) or fails to deliver in accordance with the contract terms and conditions, the department may, in its discretion, suspend the bidder/offeror for a period of time from entering into any contracts with the State of Montana.

FORCE MAJEURE: Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of military authority, acts of God, fires, floods, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the nonperforming party, so long as such party is using its best efforts to remedy such failure or delays.

HOLD HARMLESS/INDEMNIFICATION: The contractor agrees to protect, defend, and save MSF, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of MSF, under this agreement.

LATE BIDS AND PROPOSALS: Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

PAYMENT TERM: All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted in the solicitation document, MSF is allowed 30 days to pay such invoices. All contractors will be required to provide banking information at the time of contract execution in order to facilitate MSF electronic funds transfer payments.

RECIPROCAL PREFERENCE: MSF applies a reciprocal preference against a vendor submitting a bid from a state or country that grants a residency preference to its resident businesses. A reciprocal preference is only applied to an invitation for bid for supplies or an invitation for bid for nonconstruction services for public works as defined in section 18-2-401(9), MCA, and then only if federal funds are not involved. For a list of states that grant resident preference, see <http://gsd.mt.gov/ProcurementServices/preferences.mcp.x>.

REDUCTION OF FUNDING: MSF must terminate this contract if funds are not appropriated or otherwise made available to support MSF's continuation of performance in a subsequent fiscal period. (See section 18-4-313(4), MCA.)

REFERENCE TO CONTRACT: The contract or purchase order number MUST appear on all invoices, packing lists, packages, and correspondence pertaining to the contract.

REGISTRATION WITH THE SECRETARY OF STATE: Any business intending to transact business in Montana must register with the Secretary of State. Businesses that are incorporated in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with sections 35-1-1026 and 35-8-1001, MCA. Such businesses may want to obtain

the guidance of their attorney or accountant to determine whether their activity is considered transacting business.

If businesses determine that they are transacting business in Montana, they must register with the Secretary of State and obtain a certificate of authority to demonstrate that they are in good standing in Montana. To obtain registration materials, call the Office of the Secretary of State at (406) 444-3665, or visit their website at <http://sos.mt.gov>.

SEPARABILITY CLAUSE: A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

SHIPPING: Supplies shall be shipped prepaid, F.O.B. Destination, unless the contract specifies otherwise.

SOLICITATION DOCUMENT EXAMINATION: Vendors shall promptly notify MSF of any ambiguity, inconsistency, or error which they may discover upon examination of a solicitation document.

TAX EXEMPTION: MSF is exempt from Federal Excise Taxes (#81-0302402).

TECHNOLOGY ACCESS FOR BLIND OR VISUALLY IMPAIRED: Contractor acknowledges that no state funds may be expended for the purchase of information technology equipment and software for use by employees, program participants, or members of the public unless it provides blind or visually impaired individuals with access, including interactive use of the equipment and services, that is equivalent to that provided to individuals who are not blind or visually impaired. (Section 18-5-603, MCA.) Contact the State Procurement Bureau at (406) 444-2575 for more information concerning nonvisual access standards.

TERMINATION OF CONTRACT: Unless otherwise stated, MSF may, by written notice to the contractor, terminate the contract in whole or in part at any time the contractor fails to perform the contract.

U.S. FUNDS: All prices and payments must be in U.S. dollars.

VENUE: This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract, must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees. (Section 18-1-401, MCA.)

WARRANTIES: The contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship, and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by MSF. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance, and/or use desired. Exceptions will be rejected.

Revised 2/10

APPENDIX B: CONTRACT

MEDICAL & CLAIM RELATED BILL PROCESSING, REVIEW AND PAYMENT SERVICES (INSERT CONTRACT NUMBER)

1. PARTIES

THIS CONTRACT is entered into by and between Montana State Fund (hereinafter referred to as "MSF"), whose address is 855 Front Street, PO Box 4759, Helena, Montana 59604-4759 and (insert name of Contractor), (hereinafter referred to as the "Contractor"), whose address is (insert address).

THE PARTIES AGREE AS FOLLOWS:

2. EFFECTIVE DATE, DURATION, AND RENEWAL

2.1 Contract Term. This contract shall take effect on January 1, 2012, and terminate on December 31, 2012, unless terminated earlier in accordance with the terms of this contract. (Section 18-4-313, MCA)

2.2 Contract Renewal. This contract may, upon mutual agreement between the parties and according to the terms of the existing contract, be renewed in two-year intervals, or any interval that is advantageous to MSF. This contract, including any renewals, may not exceed a total of seven years.

Section 3 is optional depending on the project.

3. COST/PRICE ADJUSTMENTS

Cost Increase by Mutual Agreement. After the initial term of the contract, each renewal term may be subject to a cost increase by mutual agreement.

OR

Cost Increase by Fixed Amount. After the initial term of the contract, each renewal term may be subject to a cost increase of (insert %) %, not to exceed (insert %) %, for the entire term of the contract.

OR

Pricing Adjustments per Increase in CPI. Annual pricing adjustments to contract renewals following the contract term, if applicable, shall not exceed 75% the rate of increase in the cost of living as reflected in the Federal Bureau of Labor Statistics, Consumer Price Index (CPI) for all Urban Consumers (1982-84=100; through November 1991 = 137.8) or any other index which may be substituted in the future. The CPI for the last 12-month period of the contract will be the CPI base on which later adjustments are computed. Each time an adjustment is made, the earlier CPI base will be replaced by the adjusted CPI base. The percentage of adjustment to contract prices shall in no event exceed the percentage change in the index.

OR

Price Adjustments Negotiated Based on Changes in Contractor's Costs. Price adjustments may be permitted at the time of contract renewal through a process of negotiation with the Contractor and MSF. Any price increases must be based on demonstrated industrywide or regional increases in the Contractor's costs. Publications such as the Federal Bureau of Labor Statistics and the Consumer Price Index (CPI) for all Urban Consumers may be used to determine the increased value.

4. SCOPE OF SERVICES

Contractor agrees to provide to MSF the following **(insert a detailed description of the services, etc., to be provided to correspond to the requirements specified in Section 3 of the RFP, Scope of Project).**

5. CONSIDERATION/PAYMENT

5.1 Payment Schedule. In consideration for the services to be provided, MSF shall pay according to the following schedule: **(insert pay schedule).**

5.2 Withholding of Payment. MSF may withhold payments to the Contractor if the Contractor has not performed in accordance with this contract. Such withholding cannot be greater than the additional costs to MSF caused by the lack of performance.

6. ACCESS AND RETENTION OF RECORDS

6.1 Access to Records. The Contractor agrees to provide MSF, Legislative Auditor or their authorized agents access to any records necessary to determine contract compliance. (Section 18-1-118, MCA)

6.2 Retention Period. The Contractor agrees to create and retain records supporting the services rendered under this contract for a period of three years after either the completion date of this contract or the conclusion of any claim, litigation, or exception relating to this contract taken by MSF or a third party.

7. ASSIGNMENT, TRANSFER, AND SUBCONTRACTING

The Contractor shall not assign, transfer, or subcontract any portion of this contract without the express written consent of MSF. (Section 18-4-141, MCA) The Contractor shall be responsible to MSF for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. No contractual relationships exist between any subcontractor and MSF.

8. HOLD HARMLESS/INDEMNIFICATION

The Contractor agrees to protect, defend, and save MSF, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the Contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the Contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of MSF, under this agreement.

9. REQUIRED INSURANCE

9.1 General Requirements. The Contractor shall maintain for the duration of the contract, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by the Contractor, and its agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission.

9.2 Primary Insurance. The Contractor's insurance coverage shall be primary insurance with respect to MSF, its directors, officers, and employees. Any insurance or self-insurance maintained by MSF, its directors, officers, and employees shall be excess of the Contractor's insurance and shall not contribute with it.

9.3 Specific Requirements for Commercial General Liability. The Contractor shall purchase and maintain occurrence coverage with combined single limits for bodily injury, personal injury, and property damage of \$1,000,000 per occurrence and \$2,000,000 aggregate per year to cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, assigns, or subcontractors.

MSF, its directors, officers, and employees are to be covered and listed as additional insureds for liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products, and completed operations; premises owned, leased, occupied, or used.

9.4 Specific Requirements for Automobile Liability. The Contractor shall purchase and maintain coverage with split limits of \$500,000 per person (personal injury), \$1,000,000 per accident occurrence (personal injury), and \$100,000 per accident occurrence (property damage), OR combined single limits of \$1,000,000 per occurrence to cover such claims as may be caused by any act, omission, or negligence of the contractor or its officers, agents, representatives, assigns, or subcontractors.

MSF, its officers, officials, employees, and volunteers are to be covered and listed as additional insureds for automobiles leased, hired, or borrowed by the Contractor.

9.5 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by MSF agency. At the request of the agency either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects MSF, its directors, officers, or employees; or (2) at the expense of the Contractor, the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.

9.6 Certificate of Insurance/Endorsements. A certificate of insurance from an insurer with a Best's rating of no less than A- indicating compliance with the required coverages, has been received by MSF The Contractor must notify MSF immediately of any material change in insurance coverage, such as changes in limits, coverages, change in status of policy, etc. MSF reserves the right to require complete copies of insurance policies at all times.

10. COMPLIANCE WITH EMPLOYEES' COMPENSATION ACT

Contractors are required to comply with the provisions of the Montana Employees' Compensation Act while performing work for MSF in accordance with sections 39-71-401, 39-71-405, and 39-71-417, MCA. Proof of compliance must be in the form of employees' compensation insurance, an independent contractor's exemption, or documentation of exempt corporate officer status of other applicable exemptions. Neither the contractor nor its employees are employees of MSF. This proof of compliance must be valid for the entire term of the contract. A renewal document must be sent to MSF, c/o General Counsel, P.O. Box 4759, Helena, MT 59604-4759, upon expiration.

11. COMPLIANCE WITH LAWS

The Contractor must, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules, and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Contractor subjects subcontractors to the same provision. In accordance with section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

12. PATENT AND COPYRIGHT PROTECTION

12.1 Third-Party Claim. In the event of any claim by any third party against MSF that the products or services furnished under this contract infringe upon or violate any patent or copyright, MSF shall promptly notify Contractor. Contractor shall defend such claim, in MSF's name or its own name, as appropriate, but at Contractor's expense. Contractor will indemnify MSF against all costs, damages, and attorney's fees that accrue as a result of such claim. If MSF reasonably concludes that its interests are not being properly protected, or if principles of governmental or public law are involved, it may enter any action.

12.2 Product Subject of Claim. If any product furnished is likely to or does become the subject of a claim of infringement of a patent or copyright, then Contractor may, at its option, procure for MSF the right to continue using the alleged infringing product, or modify the product so that it becomes non-infringing. If none of the above options can be accomplished, or if the use of such product by MSF shall be prevented by injunction, MSF will determine if the Contract has been breached.

Section 13 is optional and if used must be tailored to the specific procurement. The following sample clauses are provided for consideration. Call SPB for assistance at (406) 444-2575.

13. CONTRACT PERFORMANCE ASSURANCE

13.1 Milestone Payments. Payments to the Contractor will be based on completion and acceptance of each milestone defined below.

13.2 Payment Holdbacks. ___% will be withheld from each milestone payment. The total amount withheld will be paid to the contractor at the completion and acceptance of the final milestone.

Milestone/Deliverable	Hold Back	Payment % of Total
Milestone 1:	___% of approved invoice	%
Milestone 2:	___% of approved invoice	%
Milestone 3:	___% of approved invoice	%
Milestone 4:	___% of approved invoice	%
Milestone 5:	___% of approved invoice	%
Final Acceptance		100%

13.3 Contract Performance Security – All Forms Accepted. The Contractor must provide contract performance security based upon (insert %) of the contract total.

The contract performance security must be provided by the Contractor in one of the following forms, within 10 working days from the Request for Documents Notice. ONLY THE FOLLOWING TYPES OF SECURITY ARE ACCEPTABLE AND MUST BE IN ORIGINAL FORM. FACSIMILE, ELECTRONIC, OR PHOTOCOPIES ARE NOT ACCEPTABLE. Personal or business checks are not acceptable.

- A sufficient bond from a surety company licensed in Montana with a Best's rating of no less than A- and supplied on the state of Montana's designated form entitled "Contract Performance Bond," found at <http://svc.mt.gov/gsd/OneStop/GSDDocuments.aspx>; or

- Lawful money of the United States; or
- An irrevocable letter of credit from a single financial institution and supplied on the state of Montana's designated form entitled "Irrevocable Letter of Credit," found at <http://svc.mt.gov/gsd/OneStop/GSDDocuments.aspx>; or
- A cashier's check, certified check, bank money order, bank draft, certificate of deposit, or money market certificates drawn or issued by a federally or state-chartered bank or savings and loan association that is insured by or for which insurance is administered by the FDIC or that is drawn and issued by a credit union insured by the national credit union share insurance fund. Certificates of deposit or money market certificates will not be accepted as security for bid, proposal, or contract security unless the certificates are assigned only to MSF. All interest income from these certificates must accrue only to the Contractor and not MSF.

See Title 18, chapter 4, part 3, MCA, Title 30, chapter 5, MCA, and ARM 2.5.502.

This contract performance security must remain in effect for the entire term of the contract. A new surety bond or irrevocable letter of credit must be issued to MSF if this contract is renewed.

14. CONTRACT TERMINATION

The following three termination provisions are presented as options for Section 15.1. In deciding which provision to use, consideration should be given to the circumstances of each individual contract.

14.1 Termination for Cause. MSF may, by written notice to the Contractor, terminate this contract in whole or in part at any time the Contractor fails to perform this contract.

OR

14.1 Termination for Cause with Notice to Cure Requirement. MSF may terminate this contract for failure of the Contractor to perform any of the services, duties, or conditions contained in this contract after giving the Contractor written notice of MSF's failure. The written notice must demand performance of the stated failure within a specified period of time of not less than **(insert number of days)**. If the demanded performance is not completed within the specified period, the termination is effective at the end of the specified period.

OR

14.1 Termination for Convenience. MSF may, by written notice to the Contractor, terminate this contract without cause. MSF must give notice of termination to the Contractor at least **(insert numbers of days)** days prior to the effective date of termination.

14.2 Reduction of Funding. MSF must terminate this contract if funds are not budgeted or otherwise made available to support MSF's continuation of performance of this contract in a subsequent fiscal period.

15. LIAISON AND SERVICE OF NOTICES

All project management and coordination on behalf of MSF shall be through a single point of contact designated as MSF's liaison. Contractor shall designate a liaison that will provide the single point of contact for management and coordination of Contractor's work. All work performed pursuant to this contract shall be coordinated between MSF's liaison and the Contractor's liaison.

Bridget McGregor will be the liaison for MSF.
 (Address): PO Box 4759
 (City, State, ZIP): Helena, MT 59604-4759
 Telephone: 406.495.5277
 E-mail: bmcgregor@montanastatefund.com

_____ will be the liaison for the Contractor.

(Address):

(City, State, ZIP):

Telephone:

Cell Phone:

Fax:

E-mail:

MSF's liaison and Contractor's liaison may be changed by written notice to the other party. Written notices, requests, or complaints will first be directed to the liaison.

16. MEETINGS

The Contractor is required to meet with MSF's personnel, or designated representatives, to resolve technical or contractual problems that may occur during the term of the contract or to discuss the progress made by Contractor and MSF in the performance of their respective obligations, at no additional cost to MSF. Meetings will occur as problems arise and will be coordinated by MSF. The Contractor will be given a minimum of three full working days notice of meeting date, time, and location. Face-to-face meetings are desired. However, at the Contractor's option and expense, a conference call meeting may be substituted. Consistent failure to participate in problem resolution meetings two consecutive missed or rescheduled meetings, or to make a good faith effort to resolve problems, may result in termination of the contract.

17. TRANSITION ASSISTANCE

If this contract is not renewed at the end of this term, or is terminated prior to the completion of a project, or if the work on a project is terminated, for any reason, the Contractor must provide for a reasonable period of time after the expiration or termination of this project or contract, all reasonable transition assistance requested by MSF, to allow for the expired or terminated portion of the services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such services to MSF or its designees. Such transition assistance will be deemed by the parties to be governed by the terms and conditions of this contract, except for those terms or conditions that do not reasonably apply to such transition assistance. MSF shall pay the Contractor for any resources utilized in performing such transition assistance at the most current rates provided by the contract. If there are no established contract rates, then the rate shall be mutually agreed upon. If MSF terminates a project or this contract for cause, then MSF will be entitled to offset the cost of paying the Contractor for the additional resources the Contractor utilized in providing transition assistance with any damages MSF may have otherwise accrued as a result of said termination.

18. CHOICE OF LAW AND VENUE

This contract is governed by the laws of Montana. The parties agree that any litigation concerning this contract must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees. (See section 18-1-401, MCA.)

19. SCOPE, AMENDMENT, AND INTERPRETATION

19.1 Contract. This contract consists of **(insert number)** numbered pages, any Attachments as required, RFP # **(insert RFP number)**, as amended and the Contractor's RFP response as amended. In the case of dispute or ambiguity about the minimum levels of performance by the Contractor the order of precedence of document interpretation is in the same order.

19.2 Entire Agreement. These documents contain the entire agreement of the parties. Any enlargement, alteration or modification requires a written amendment signed by both parties.

20. EXECUTION

The parties through their authorized agents have executed this contract on the dates set out below.

MONTANA STATE FUND

(INSERT CONTRACTOR'S NAME)

FEDERAL ID #

BY: _____
(Name/Title)

BY: _____
(Name/Title)

(Signature)

(Signature)

DATE: _____

DATE: _____

Approved as to Legal Content for MSF:

Legal Counsel (Date)

APPENDIX C: XML Bill File Feed to MSF

[One Stop Website](#)

APPENDIX D: DA Technical Road Map V4 for RFP

[One Stop Website](#)

APPENDIX E: Claim File Feed to Contractor

[One Stop Website](#)

APPENDIX F: CVS File Warrant / Payment File to Contractor

[One Stop Website](#)

APPENDIX G: MSF Pay Code Mapping

[One Stop Website](#)