Revised Draft
4-26-02

HFIMS Assessment and Review Consultant
Scope of Work

I. Objective

The Hawaii Employer Union Health Benefits Trust Fund (Trust Fund) is the successor organization to the current Hawaii Public Employees Trust Fund (PEHF). The Trust Fund will provide health benefits to all state and county employees, retirees, and their dependents on July 1, 2003. Health Benefits may include medical, prescription drug, vision, dental, long-term care, and life insurance benefits. The Trust Fund is currently working on developing benefit plans with the goal of finalizing these benefit plans by September 1, 2002.

HFIMS is currently utilized by the PEHF to process the enrollments and accounts receivables data for State and County active and retired employees and their dependent beneficiaries who are enrolled in PEHF plans.

HFIMS utilizes PeopleSoft Human Resources Management System 7.5 and Financial system 7.5 database servers. The PeopleSoft version 7.5 software has been customized for the requirements of the PEHF. Oracle Database version 8.0.5.1.0 is also utilized with the PeopleSoft program for the HFIMS. The hardware platform is an IBM RS6000 server. PEHF has also recently purchased a second IBM RS6000 server that provides additional support and capability for the HFIMS. Further details on the HFIMS conceptual design and customized design specifications can be made available electronically. Access to IT staff currently supporting the HFIMS will also be made available.

This RFP is to procure a Consultant to provide professional technical expertise:

- To advise the Trust Fund on the Health Fund Information Management Systems' (HFIMS') capabilities, strengths, and weaknesses to support the requirements of the Trust Fund.

Offerors are also invited to provide suggested modifications to the specifications that meet the objectives of this solicitation.

The deliverables relating to this contract are expected within six weeks. Attached for your information is a timeline for this engagement.

II. Specifications

Assess Capability of HFIMS to Support Requirements of the Trust Fund:

The consultant shall analyze, evaluate, and report on the capability of the HFIMS in meeting the requirements of the Trust Fund. These should include but are not limited to:

1. Assess the system's ability to process benefits enrollment for 90,000 subscribers (enrollment and accounts receivables data).

2. Identify any systems limitations that would restrict the board's ability to offer health, life insurance, or other benefits that are currently offered by other employers.

3. Assess the potential for the HFIMS to interface with the employer's Human Resources Systems (e.g. State Executive Branch, State Judiciary, University of Hawaii System, State Department of Education, and the Counties).

4. Assess and identify the ability of the current HFIMS to comply with the requirements of Chapter 87A, HRS and draft administrative rules. For example, capability to: a) effectively integrate and support accounting and financial systems as it relates to premiums accounts receivables (e.g. from employee beneficiaries and the State and County employers), payments to insurance carriers, and administrative fee assessments as applicable; b) support possible flexible spending plans; c) support the assessment of administrative fees on the premiums received by the Trust Fund; and d) support eligibility criteria and health benefit effective coverage dates. A copy of Chapter 87A, HRS and the draft administrative rules are attached.

III. Content of Proposals Submitted

A. Cost (shall be inclusive of all taxes).

B. Terms and Conditions of Services.

C. Information on the experience and professional qualifications of the staff who will be assigned to this project.

D. Samples of work for similar types of engagement.

E. List of professional references that may be contacted regarding past performance of your firm on projects of similar scope for public agencies or private industry.

F. Your plan of action to accomplish the scope of work and specifications within the required timeframe.

Please submit written proposals no later than 4:30 p.m. HST on May 15, 2002 by any one of the following methods:

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