

People Soft Integration Partner – For Computer System Configuration Changes 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 Health 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.

The Health Fund Information Management System (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. Approximately 90,000 subscribers are enrolled in the HFIMS (approximately 50,000 subscribers in non-union benefit plans and 40,000 subscribers in union benefit plans). There are approximately 177,600 total beneficiaries (subscribers and dependents).

The HFIMS utilizes the following PeopleSoft Modules: Human Resources Version 7.51, Benefits Administration Version 7.51; Accounts Receivable Version 7.52 and PeopleTools Version 7.57. The PeopleSoft software has been customized for the requirements of the PEHF. Oracle Database version 8.0.6.3.0 is also utilized with the PeopleSoft program for the HFIMS. The hardware platform is an IBM RS6000 server with a UNIX operating system. The PEHF has also recently purchased a second IBM RS6000 server that provides both a backup and test environment. 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 and assist in the planning and implementation of the following configuration changes to the HFIMS in support of the Trust Fund's requirements:

1. Assist with the implementation of the Trust Fund's Administrative Rules.
2. Assess administrative fees on per enrollment per benefit plan basis in support of the Trust Fund operations.
3. Design and implement efficient, flexible, and user-friendly enrollment tables and enrollment processing screens for the 2003 open enrollment in May 2003.
4. Design and implement an efficient system to cross walk current subscribers into default benefit plan options for the 2003 open enrollment.
5. Develop and implement a data interface(s) to enable HFIMS to accept enrollment selection data from an external source(s).

6. Pricing information for assisting the Trust Fund in making the necessary HFIMS configuration changes to implement possible flexible spending/cafeteria plans is also being requested although this task will not be done until Fiscal Year 2004 at the earliest.

A timeline that shows the expected critical deadlines for the major tasks that will be involved in completing this engagement is attached (Attachment A).

II. Specifications

The consultant shall assist the Trust Fund to implement the necessary configuration changes to the HFIMS to meet the requirements of the Trust Fund in carrying out the 2003 open enrollment transactions. These requirements will include but are not limited to the following:

Administrative Rules:

- Perform the necessary system configurations that are necessary to accommodate and implement the Administrative Rules that will be adopted by the Trust Fund. The administrative rules will define the eligibility criteria and the effective date of coverage. The new rules will also define when the premium deduction begins and ends. These rules will require reconfiguration of PeopleSoft's event rules, eligibility rules and premium calculations.

Administrative Fee Assessment:

- Implement new premium rates assessment process
 - Design a process to modify the deductions calculated by PeopleSoft, where an administrative rule, policy, or procedure does not conform to the current PeopleSoft process.
 - Design a process to calculate the premium payables based on a composite rate. The rate calculation may require retroactive payments and full month cost calculations.
 - Develop detailed design specifications for the new process.
 - Create/modify tables, programs and screens per design specifications.
- Consultant shall assist in the configuration of appropriate tables and the modification or creation of SQR report programs as needed.

Configuration changes for new benefit plans:

- Develop and implement the most efficient, flexible, and user-friendly table setup and enrollment processing screens.

- Develop and implement the configuration of benefit/deduction program tables, eligibility rules tables, event class tables, event rules tables, flat rate tables, geographic location eligibility tables, and other tables as needed.

Cross-walking of current enrollments into new default benefit plan options:

- Develop and implement the best and most efficient system to cross walk current subscribers into default benefit plan options for the coming 2003 open enrollment.
- Design a system interface to use and convert enrollments information from an external data source.
- Map current enrollment benefit plan selections into new Trust Fund enrollment benefit plan options.
- Assist in setting the default benefit plan option selections in the benefits administration tables of the HFIMS.
- Insure that the default benefit selections are identified and can be printed on the HFIMS generated open enrollment application forms.
- Assist in identifying any additional reporting requirements that may be necessary for the efficient distribution of HFIMS generated open enrollment application forms to Department Personnel Officers (DPOs) for active employees.

External data entry interface(s):

- Develop a test plan for a system interface(s) to enable the HFIMS to accept external data into the HFIMS enrollments database.
- Unit, system, and performance test the planned system interface(s).
- Implement the system interface(s).
- Post Implementation review of the system interface(s).

III. Content of Proposals Submitted

- A. Cost estimates shall be based on time and material with a maximum (shall be inclusive of all taxes and all other costs).
- 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 January 23, 2003 by any one of the following methods:

Mailing address: Hawaii Employer-Union Health Benefits Trust Fund
c/o Department of Budget and Finance
P.O. Box 150
Honolulu, Hawaii 96810-0150

Fax: 586-1583

E-mail: HealthBenefitsTrustFund@hawaii.gov

ATTACHMENT A

TIMELINE

<u>Activity</u>	<u>End Date</u>
Administrative Rules	July 1, 2003
Administrative Fee Assessment	July 31, 2003
Configuration Changes for New Benefit Plans	March 15, 2003
Cross-walking of Current Enrollments into New Default Benefit Plans	April 1, 2003
External Data Entry Interface(s)	June 10, 2003
Open Enrollment 2003	May 31, 2003

These dates are estimates and are subject to change. The Trust Fund reserves the right to change any date(s) as deemed necessary and in the best interest of the Trust Fund.

