

Request for Proposal
**Preparation of Report: Governor's Commission to
Recommend Reforms to Reduce Workers Compensation Medical Costs
NH Insurance Department
Concord, New Hampshire**

NHID RFP #2014-1

Purpose: The NH Insurance Department is seeking proposals from qualified, interested parties to attend meetings of the Governor's Commission to Recommend Reforms to Reduce Workers Compensation Medical Costs and, to prepare a report at the direction of the Commission by December 1, 2014, that outlines recommended comprehensive reform to reduce medical costs and premiums while preserving access to health care for workers as well as any other recommendations of the Commission to improve the New Hampshire workers compensation system.

Applicant must attend Commission meetings, review recordings of meetings of the Commission and consult with the Commission on the drafting of the report. The applicant must be familiar with laws and regulations governing workers compensation or be otherwise familiar with the workers compensation system and have experience in preparing reports for use by the legislature and executive branch. Strong writing skills are required.

Proposal Instructions: Each response must include the following information:

1. Name, address, brief history and description of firm.
2. Résumés of key personnel to be assigned to this project.
3. Related projects / areas of expertise / experience. Include descriptions of other projects similar to this Project. Include samples of similar work.
4. A complete description of the firm's approach to the planning, designing and implementation of this project.
5. A full description of fees and supporting costs to perform the work. Each project must be bid as a flat rate service, with all work provided royalty-free, without copyright or restriction at the settlement in full of the contract(s). Include the cost of printing 50 copies of the report.

Proposal Inquires: All inquiries concerning this request shall be made in writing and shall be submitted to: Danielle Barrick, New Hampshire Insurance Department, 21 South Fruit St., Suite 14, Concord NH 03301. Fax 603-271-1406, Tel 603-271-2261, e-mail: requests@ins.nh.gov

Proposal Due Date: All submissions must be dated and signed by the submitter and be received at the address indicated above no later than **4:00 pm, Wednesday, October 8, 2014.**

Evaluation and Award of Contract: The NH Insurance Department will award these contracts for to the applicant(s) whose submittal(s) best meet the interests of the agency, with the lowest price not being the determining factor in the selection.