REQUEST FOR PROPOSAL (RFP)
IAIABC XML 2020

INTERNATIONAL ASSOCIATION OF INDUSTRIAL ACCIDENT BOARDS AND COMMISSIONS
7780 ELMWOOD AVENUE, SUITE 207
MIDDLETON, WISCONSIN, 53562

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1. **SUMMARY AND BACKGROUND**

The IAIABC is currently accepting proposals to develop an XML format for its Claims Release 3.1 Flat File Standard. The Claims Release 3.1 Standard supports electronic uniform reporting of workers' compensation First Report of Injury (FROI) and Subsequent Report of Injury (SROI) information to U. S. Jurisdictions. Over time, states have adopted Electronic Data Interchange (EDI) as a means to replace required paper forms. The IAIABC Claims Release 3.1 Flat File Standard was published in August 2017. It is currently in use by six states to collect first and subsequent reports of injury data. Eight additional states plan to adopt the standard over the next two years. Our stakeholders have asked that the IAIABC develop an XML reporting format as an alternative to the flat file.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate able to meet our requirements.

The International Association of Industrial Accident Boards and Commissions, or IAIABC, is the largest trade association of workers' compensation jurisdictional agencies in North America. Since it was founded in 1914, the IAIABC has been providing information and education on workers' compensation policy, regulation, and administration. The mission of the IAIABC is to find solutions to reduce harm and aid recovery from occupational injuries and illnesses. To accomplish this, the IAIABC works to improve and clarify laws, identify best practices, develop and implement standards, and provide education and information sharing.

2. **PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5PM CT October 25, 2019. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Organizations that utilize the IAIABC Standards to provide data collection services to jurisdictions are ineligible to bid. Organizations that utilize the IAIABC Standards to provide reporting services are ineligible to bid. Finally, organizations that are active or former ACORD members or who have knowledge of the ACORD Insurance Data Standards are ineligible to bid.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted. The same restrictions regarding utilization of IAIABC Standards for data collection and or reporting services apply to organizations completing outsourced or contracted work.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the successful bidder for this RFP. All deliverables will become the intellectual property of the IAIABC which includes the exclusive right to distribute and license the XML standard. All contractual terms and conditions will be subject to legal review and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. **PROJECT PURPOSE AND DESCRIPTION**

The purpose of this project is as follows:
This project will create an original IAIABC XML reporting option for the Claims Release 3.1 flat file format to allow workers' compensation data to be sent between the carriers, claim administrators and jurisdictional regulatory agencies.

Project Description:
This project will deliver an original XML representation of the IAIABC Claims Release 3.1 flat file format. All XML deliverables must adhere to the World Wide Web Consortium's (W3C) (https://www.w3.org/) XML technical specifications including W3C's Schema / XSD Release 1.1 or later. XML documents must be well-formed and valid to ensure that all XML-aware software can read and understand the relative arrangement of information within the documents. An XML schema, or XSD, is required to describe the elements in an XML message or document. The schema will be used to validate the data format of a tag, tag order, and code values. The schema should make use of as many built in validations as possible. All code values for substantive data elements must match those currently defined within the IAIABC Claims Release 3.1 Standard. Code values that are associated with technology and or flat file processing are the exception and may vary.

The IAIABC Claims Release 3.1 flat file structure consists of 8 record types and includes 314 data elements. The current Claims Release 3.1 flat file record layouts and the Data Dictionary will be made available to bidders upon request. The XML file's structure should

be composed of a batch header and the individual FROI, SROI or Acknowledgment messages. The batch messages shall contain information about the schema, the sender and receiver, file creation date/time, and the number of messages (i.e. reports). The IAIABC Claims Release 3.1 XML file should include a "batch wrapper" which will consist of one or more FROI or SROI report messages or one or more Acknowledgment report messages.

Use of Aggregates and XML References are encouraged to promote efficiency and optimal design. The XML schema must be easy to update to ensure future compatibility with the IAIABC flat file standard. Support of XML attachments is not required.

4. PROJECT SCOPE

The scope of this project includes all design, development, testing, and transition of an IAIABC XML Standard for Claims Release 3.1. All requirements, including the existing flat file format, data elements, code values, reporting events, data edits, will be provided to the selected bidder by the IAIABC for consideration of the design of the new XML product.

The selected bidder will be responsible for the delivery of a new XML standard for the IAIABC Claims Release 3.1 standard. The selected bidder will be expected to designate a single point of contact to work with the IAIABC's point of contact for project management and issue resolution.

The following criteria must be met to achieve a successful project:
- Adherence to business requirements, naming, and design rules specified
- Creation of a visual representation of the XML structure
- Deliver a complete set of XML Tags that are easy to read and associate with the flat file data elements
- Creation of an XML Schema to be used for validation of the XML messages
- Use of Aggregates and XML References where beneficial
- Testing support that includes resolution of all issues identified
- Conveyance of technical specifications to support the creation of an end user guide and training content
- Preparation of designated IAIABC staff to ensure successful transition of future maintenance and support of the new XML product.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:
All proposals in response to this RFP are due no later than 5PM CT October 25, 2019.

Evaluation of proposals will be conducted from October 28, 2019 until November 8, 2019. If additional information or discussions are needed with any bidders during this two-week window, the bidder(s) will be notified.

The selection decision for the successful bidder will be made no later than November 15, 2019.

Upon notification, the contract negotiation with the successful bidder will begin immediately. Contract negotiations will be completed by November 27, 2019.

Notifications to bidders who were not selected will be completed by November 22, 2019.

Project Timeline:
Project initiation phase must be completed by December 13, 2019.

Project planning phase must be completed by January 10, 2020. Project planning phase will determine the timeline/schedule for the remaining phases of the project.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs. Pricing should be listed for each of the following items in accordance with the format below:

Project Initiation and Planning
Development: Visual Representation of the XML Structure
Development: XML Tags
Development: XML Schema
Development: XML Sample Files
Development: XML References
Testing
Assistance with Technical Input / Specifications for User Guide
Training and Transition of Support

NOTE: All costs and fees must be clearly described in each proposal.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:
- Description of experience in designing and creating XML documents
- List of how many full time, part time, and contractor staff in your organization
- Examples of 3 or more XML projects implemented by your organization
- Testimonials from past clients on XML work completed
- Anticipated resources you will assign to this project (total number, role, title, experience)
- A full testing plan
- Timeframe for completion of the project
- Project management methodology and sample project plan for an XML deliverable

8. PROPOSAL EVALUATION CRITERIA

The IAIABC and Board of Directors will evaluate all proposals using the following scoring matrix:

Evaluation Criteria	Maximum Score
Overall Proposal Suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner	30 points
Previous Experience: Bidders will be evaluated on the credentials of the technical resources assigned to this project.	10 points
Previous Work: Bidders will be evaluated on examples of their work pertaining to XML projects as well as client testimonials and references	20 points
Value and Cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project	10 points
Technical Expertise and Experience: Bidders must provide descriptions and documentation of staff technical expertise and experience	30 points

All bids and supporting documentation are to be submitted electronically to Gregg Lutz, Director of Standards Development and Outreach, via email at mailto:glutz@iaiabc.org.