REQUEST FOR PROPOSALS

For the Biennium (2010-2011) Continuing Education Seminar(s) for Vermont licensed Workers' Compensation Adjusters

Purpose:

This Request for Proposals (RFP) provides the framework for the development of your plan to develop, coordinate and deliver mandatory workers' compensation training for all Vermont licensed workers' compensation claims adjusters.

Requirements for Submission:

The proposal must be received at the Department of Labor no later than December 1, 2009.

Please submit proposals to:

J. Stephen Monahan
Department of Labor
P.O. Box 488
Montpelier VT 05601-0488

Pre-proposal meetings may be scheduled by calling (802) 828-2138.

The Department of Labor reserves the right to accept or reject any or all bids. The proposals will be evaluated by members of the Vermont Department of Labor. If a firm/individual is selected, representatives will be invited to negotiate a contract.

The Vermont Department of Labor Workers' Compensation & Safety Division:

The Workers' Compensation & Safety Division [*hereinafter Division*] is the division within the Vermont Department of Labor [*hereinafter Department*], which oversees the administration of the Workers' Compensation Act. The Act provides statutorily limited no-fault benefits to workers who receive injuries arising out of and in the course of their employment. The Department of Banking, Insurance Securities & Health Care

Administration (B.I.S.H.C.A.) bears responsibility for licensing, continuing education and monitoring Vermont licensed workers' compensation adjusters. By agreement, the Division administers the continuing education program.

Background Information:

There are approximately 695 Vermont licensed workers' compensation adjusters adjusting claims throughout the country. Currently, approximately 62 are resident adjusters. The remaining 633 are based throughout the U.S., primarily in the New England area.

Continuing education for the licensed adjusters is mandatory and is based on an awareness and understanding of the established rules and regulations of the Department. The continuing education shall address all aspects of the Vermont workers' compensation program. The goal of the continuing education is to improve the knowledge and skills of Vermont workers' compensation claims adjusters to ensure accurate, timely and efficient adjusting of claims.

Continuing Education Objectives :

1) Enhance adjusters' understanding of the Vermont Workers' Compensation rules and regulations.
2) Enhance adjusters' understanding of departmental policies and procedures.
3) Notify adjusters of all recent legislative changes.
4) Provide adjusters information on other relevant topics

Scope of Services Requested:

The selected firm/individual will:

1) Develop, plan and coordinate a continuing education seminar(s) regarding adjusting of workers' compensation claims in accordance with Vermont rules and regulations.
2) Coordinate and obtain approval for the continuing education agenda, speaker(s), and training materials with the Department.
3) Identify the continuing education as the Vermont Department of Labor's Workers' Compensation Adjusters Continuing Education.
4) Provide notification of the continuing education seminar dates, times and locations to the Department no later than 120 days prior to the seminar.

5) Notify all currently licensed workers' compensation adjusters, certified rehabilitation professionals, members of the Vermont Bar Association, the Vermont Trial Lawyers Association and the Northern New England Defense Counsel Association of the training dates and locations 120 days prior to training.

6) Provide all attendees with an evaluation form, allowing comments/feedback on the conference and training.

7) Provide all attendees a certificate of attendance.

8) Provide reports to the department in Microsoft Excel Format in both hard copy and E-Mail. All reports identified below shall be forwarded to the Department of Labor, ATTN: J. Stephen Monahan, no later than 30 days after the continuing education seminar has been completed. Reports are to include the following information:

Notification:	List individuals notified by mail, showing Name, Business Address & License Number.
Registration:	List individuals registered for training, showing Name, Business Address & License Number.
Evaluations:	Copies of the completed evaluations returned by the attendees.
Certificates:	List of individuals receiving a certificate identifying successful completion of the training, showing Name, Business Address & License Number.

9) Provide a minimum of two continuing education seminars per biennium (2010-2011), offering at least one in Vermont. Offer at least one training session between January 1, 2010 and October 31, 2010.

10) Charge a reasonable fee, directly to each attendee, for the continuing education seminar.

11) Provide a statement of fees and an itemized budget including, but not limited to, expenses for the following:

- Facilities
- Speakers
- Meals, snacks/beverages
- Training materials

Restriction Against Disclosure:

The bidder agrees to keep the personal information about the attendees confidential. Other than the reports submitted to the Department, the bidder agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form and not to authorize or permit others to do so.

Proposal Format:

The following information must be included in this proposal:

- A brief description of the company or organization that includes its history, organizational structure and size.
- References.
- Resumes and/or detailed qualifications of individual(s) presenting training.
- Example(s) of similar conference(s) continuing education seminars or training developed and/or presented in the past five years.
- Statement and discussion of offerer's analysis of RFP requirements.
- Description of rationale for the proposal including statement as to how proposed approach is expected to meet/exceed requirements.
- Proof of insurance coverage.
- A statement and discussion of the proposed approach to services requested.
- A detailed outline of the proposed training program.
- An outline of the number of training programs to be offered with dates and locations.
- A work plan for the development, implementation and completion of the training program, including the appropriate starting and ending dates as well as the proposed location(s).
- Include a detailed analysis of the expenses/charges required to fulfill the project requirements. This analysis should include not only the expenses but also the profit expected.

Evaluation Criteria:

The senior management team of the Department of Labor will review each proposal. The final selection will be subject to the approval by the Commissioner of Banking, Insurance, Securities and Health Care Administration. Interviews will be scheduled with selected applicants. Proposals will be reviewed and the successful applicant chosen based on:

- Thoroughness and completeness of the proposal.
- Demonstrated history of the ability to successfully plan and coordinate similar, in size and nature, continuing education, conferences/seminars.
- Qualifications of the selected trainer(s).
- Comprehensiveness of the conference/seminar and the training to be presented.
- Consistency of the training philosophy/approach with that of the department.
- Perceived ability to work well with the department.
- Cost

Questions concerning this request for proposal should be addressed to:

J. Stephen Monahan *stephen.monahan@state.vt.us*
Department of Labor
P.O. Box 488
Montpelier VT 05601-0488
(802) 828-2138

Thank you!