

Missouri Department of Transportation
Roberta Broeker, Interim Director

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1.888.ASK MODOT (275.6636)

May 11, 2015

RE: REQUEST FOR INFORMATION AND CONCEPT CONFERENCE

Dear Valued Vendor:

On behalf of the Missouri Department of Transportation (MoDOT), the State of Missouri Office of Administration (State) will soon be bidding a Risk Management Information System for the Missouri Department of Transportation. The state's goal is to develop a streamlined Request for Proposal (RFP) that will maximize competition among Offerors resulting in manageable, cost and quality-effective contracts and IT solutions for MoDOT.

As an initial step in preparing the requirements for the solicitation document, the State requests your participation in this effort in two important ways:

- (1) **OPPORTUNITY FOR VENDOR TO PROVIDE PRODUCT DEMONSTRATIONS:** We request vendor provided demonstrations based on the set of information provided below. Each vendor's demonstration shall last no more than an hour and a half. The vendors will be given fifteen minutes before the scheduled start time to set up the demonstration. The demonstration times will be scheduled on one of the following dates:

June 2, 2015 between 8:00 a.m. and 4:00 p.m. Central Time
June 3, 2015 between 8:00 a.m. and 4:00 p.m. Central Time
June 4, 2015 between 8:00 a.m. and 4:00 p.m. Central Time

Product Demonstrations will be held at a **MoDOT facility in Jefferson City, MO**. Presentations can be done in person or thru a WebEx demonstration. In addition to the state receiving valuable vendor ideas and suggestions, the Product Demonstrations will provide the vendor community an opportunity to ask questions and provide input pertaining to the drafting of the RFP. Please bring this Request for Information (RFI) document to the Product Demonstrations as this document will serve as the agenda. At a minimum, the vendor's product demonstration should address the topics identified in **Attachment 1**. Please review the RFI document prior to the Product Demonstrations and come prepared to discuss the RFI document and to share your ideas. Your participation and comments are appreciated and welcomed.

NOTE: Attendance is not required in order to submit an RFI response or to participate in the subsequent RFP process; however, vendors are encouraged to provide a demonstration during the Opportunity for Vendor Product Demonstrations.

- (2) **REQUEST FOR INFORMATION RESPONSE:** You are invited to submit a response to the attached RFI document. Written comments and suggestions in response to the RFI document are welcome prior to and/or following the Product Demonstrations. The RFI response should address the topics identified in Attachment 1. RFI responses may be sent to me as follows:



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

www.modot.org

- By **mail**: ATTN: Lori Tackett, Buyer, Missouri Department of Transportation, General Services, 830 MoDOT Drive (physical address zip code 65109), P.O. Box 270 (mailing address zip code 65102), Jefferson City, MO
- By **email**: lori.tackett@modot.mo.gov.

Final RFI responses are requested no later than June 11, 2015.

NOTE: Submission of an RFI response is not required in order to participate in the subsequent RFP process.

Following the Product Demonstrations and the state's review of the written RFI responses, the Division of Purchasing and Materials Management will competitively bid the Risk Management Information System by issuing a formal Request for Proposal (RFP) document.

BACKGROUND:

The Missouri Department of Transportation is self-insured and self-administered for workers' compensation and tort liability. MoDOT is looking for a risk management information system that is capable of managing a variety of claim types including workers' compensation, fleet and general liability claims, as well as, property damage.

MoDOT would like to identify risk management information system options to address the following areas (not limited to this list): workers' compensation, fleet vehicle liability, general liability, property damage.

SUMMARY:

On behalf of MoDOT, thank you for your interest in these important services. If you should have any questions prior to the concept conference or prior to submitting your response, please call me at (573) 522-9481 or e-mail me at lori.tackett@modot.mo.gov. MoDOT looks forward to your participation and input into this important information gathering process and sincerely appreciates your efforts in helping us determine options for a Risk Management Information System. Should special accommodations need to be arranged for any disabled persons planning to attend the Product Demonstrations, please contact me immediately so appropriate arrangements can be made.

Sincerely,

Lori Tackett, General Services Specialist
Missouri Department of Transportation
General Services Division

Attachment 1

Missouri Department of Transportation Requirements for Risk Management Information System

The chosen risk management information system provider must be able to transfer all existing files and data from the current software to the new software. The system must be compatible and able to interface with Missouri Department of Transportation's (MoDOT's) current software applications including SAM II, COGNOS, FASTER and Site Manager. It is highly desirable that package options include (but not limited to) the following:

Risk Management Information System Needs

- Ability of new system to transfer all existing files/data from Riskmaster (RMA)
- Web-based system
- Training for users, administrators and technical staff
- Enter all claim types, including workers' compensation, fleet vehicle liability, general liability, property damage
- Store documents/attachments and e-mail attachments
- General claims data including:
 - Diaries
 - Case notes
 - Reserves
 - Claim history
 - Settlement information
- Ability for all users to create reports
- EDI – electronically submit new Reports of Injury to the Division of Workers' Compensation
- Mail merge
- OSHA information
- Financial data
 - Financial history tables
 - Ability to make payments by different pay types
 - Auto checks
 - ACH (direct deposit) for all payment types, including auto checks
 - 1099 process
 - Freezing accounts for bill payments
- MMSEA – ability to report claims info to Medicare
- Legal information
- Subro information
- Ability to set limits on authority levels
- Ability to set level of use for users (i.e., general user, power user, administrator, etc.)

Risk Management Information System Wants

- E-11 and FIR compatibility – ability to upload data directly into system
- Open architecture system
- Ability to pull current information from SAM II (employee address, organizational unit, job class,

payroll, Fleet payment information, etc.)

- Ability to modify attachments
- Long-term safety award data
- Ability to interface with other MoDOT software applications (i.e., SAM II, FASTER, Cognos, SiteManager, etc.)
- Ability to search at a more defined search hierarchy
- Status of attorney (i.e., active, inactive)
- Ability to track/report on safety violations and discipline

Computer System Requirements

Compatibility or integration with :

- Microsoft Suite Products (Excel, Word, PowerPoint, Publisher, Outlook, harmon.ie)
- Windows Operating Systems
- Internet Explorer version 11
- SharePoint
- Cognos Reporting
- Oracle or SQL database

Demonstration/Presentation:

Areas we would like to see demonstrated/discussed with-in the presentation:

- Log-in/Access
- All of the above listed needs
- Sample reports
- Support/customer service provided
- Recommended training for users