ATTACHMENT 1

MANDATORY REQUIREMENT CERTIFICATION

CERTIFICATIONS:

1. Bidder must be an approved XML Submission Partner with the NYS Workers' Compensation Board by Phase 3 of the NYS Worker's Compensation Board's CMS-1500 initiative; or other specified period of time as directed by the NYS Workers' Compensation Board. http://www.wcb.ny.gov/CMS-1500/timeline.jsp.

   Should the selected firm not be an approved XML Submission Partner through the NYS Worker's Compensation Board; prior to a contract being executed with NYSIF selected firm will be required to perform a Proof of Concept which must be reviewed and approved by NYSIF. Once Proof of Concept is approved, Bidder must become an approved XML Submission Partner with the NYS Workers' Compensation Board by Phase 3 of the NYS Worker's Compensation Board's CMS-1500 initiative.

2. Bidder must work independently with NYSIF's non-contracted clearinghouses to receive medical bills and narratives designated for NYSIF.

3. Bidder must designate single physical address which NYSIF shall be allowed to use as a single address on hard copy documentation, websites and electronic notifications including but not limited to emails.

4. Bidder must have a mailroom that will intake and handle all types of incoming documentation. Mail must be opened, documented, processed into electronic format, sent, convert data, transmit data file to clearinghouse, reconciled, edits performed, etc.

5. Bidder must be able to scan in all hard copy documentation, create pdfs, and perform optical character recognition on the documents.

6. Bidder must be able to process paper bills through the same edits, data transformations, and data transfers as their electronic bills transparently and without any deviations.

7. Bidder must confirm capability to intake CMS-1500 and UB-04.

8. Bidder must currently be processing an annual volume of at least 1 million bills

9. Bidder must convert and submit all documentation to required format as designated by NYSIF (PDF with resolution and version to be specified in project plan).

10. Bidder must agree to meet with NYSIF to review errors, develop process improvements, and implement changes at least monthly at no additional cost.

_____ 11. Bidder must have existing dedicated staffing to handle technical (minimum of 5) and customer service (minimum of 10) which are separate from each other.

_____ 12. Bidder must have a test plan and capability to ingest NYSIF's test data, to facilitate proper integration testing.

_____ 13. Bidder must have a change management process and environments available for integration testing with NYSIF including but not limited to a test environment. Vendor should not be testing in production environment.

_____ 14. Bidder must reimburse to NYSIF:

        i. Costs incurred due to loss or corruption of data, or disruption of any business process, where such loss or disruption is attributable to firm's actions or inactions.

        ii. The extent of any overpayment, where the cause of overpayment is the responsibility of the firm

        iii. Administrative penalties and interest incurred due to firm's actions or inactions (e.g. HP-2)

_____ 15. Bidder must work with NYSIF's contracted Bill Review vendor to transfer the data between them.

_____ 16. Bidder must have dedicated personnel, including IT development personnel, assigned to the NYSIF account. Include the designated staff for the following positions: A) A NYSIF Account Manager, B) A NYSIF Account IT Manager, and C) A NYSIF designate Project Manager

_____ 17. Confirm that data entered into the system will be viewable/available to NYSIF within 24 hours.

_____ 18. Bidder must validate that required data elements as deemed by NYSIF are present.

_____ 19. Bidder must have the capability to receive medical bills, other supporting documents, and narratives in any form, such as but not limited to, electronic or hardcopy. Firm will convert documents to PDF based on NYSIF required specifications within the project plan.

_____ 20. Bidder must handle all incoming inquiries from medical providers including but not limited to phone, email, and hard copy.

_____ 21. Bidder must confirm that they adhere to applicable security protocols for handling PHI per Workers' Compensation Law ("WCL") Section 110-a(3).

_____ 22. At the end of contract, firm will fully cooperate with successor firm to ensure transition of services, including but not limited to providing any required:

        i. Testing

        ii. Payment history

      iii.   Data transfer

      iv.   Reporting

      v.   Audit compliance

_____ 23. Bidder must develop and maintain a detailed project plan. As the project progresses, the NYSIF project manager and the Bidder's project manager will work together to make any adjustments to the plan. The Bidder's project plan must include the following detail – activities, sub-activities, tasks, estimated hours of work, resources, schedule start and end dates, dependencies in the relationships of tasks and critical path. Associated roles and responsibilities should be outlined for each task.

_____ 24. Bidder must work with the NYSIF project manager to implement a risk management process to ensure that risks are identified, assessed and prioritized and that mitigation activities and contingency plans are developed to address significant risks.

_____ 25. Bidder must not run end-of-service life (EOSL) software technology.

_____ 26. Bidder is not allowed to make changes to the programs which interface with NYSIF without notifying NYSIF and preforming three successful cycles of testing prior to moving the changes into the production environment.

_____   _____
Signature   **Date**

_____   _____
Typed/Printed Name   **Company Name**

_____
Title