

CENTRAL WASHINGTON PUBLIC UTILITIES

UNIFIED INSURANCE PROGRAM TRUST



Unified Insurance Program

REQUEST FOR INFORMATION

HIPAA COMPLIANCE SERVICES

Issue Date: March 6, 2023

Due Date and Time: March 20, 2023 @ 5:00 p.m. PT

GENERAL INFORMATION

Introduction

Central Washington Public Utilities (CWPU) established the Unified Insurance Program (UIP) Trust (Trust) in 1982 to provide for the uniform administration of the group health insurance programs to the member utilities employees and their qualified dependents.

Members of CWPU UIP include:

- Public Utility District No. 1 of Benton County
- Public Utility District No. 1 of Douglas County
- Public Utility District No. 1 of Ferry County
- Public Utility District No. 1 of Franklin County
- Public Utility District No. 2 of Grant County
- Public Utility District No. 1 of Okanogan County
- Public Utility District No. 1 of Pend Oreille County

Benefits offered through CWPU UIP include self-funded medical, dental and vision plans; life and disability insurance; employee assistance program; and a wellness program.

Purpose

CWPU UIP trustees are seeking information from a consulting firm to assist CWPU UIP in Health Insurance Portability and Accountability Act (HIPAA) privacy and security compliance efforts.

Background

Governing body and administration

CWPU UIP board of trustees is made up of representatives from each member utility. The board of trustees is responsible for the governance of the Trust, including fiduciary oversight of Trust finances, physical assets, and administrative responsibilities. Each member utility has equal voting rights.

UIP benefits program administrator is appointed by the CWPU UIP board of trustees and leads the programmatic activities of the Trust.

Demographics

CWPU UIP member utilities are located in eastern Washington and vary in size from under 30 eligible employees to over 700 eligible employees. Currently, an average of 1,390 active

employees and 2,871 dependents are covered through CWPU UIP. CWPU UIP does not extend coverage to retired employees outside of continuation rights under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Benefits offered

Benefits provided, plan design, and premium cost shares are jointly bargained between the member utilities and the IBEW Local 77. Benefit offerings include:

- Two self-insured medical and prescription drug plans (PPO and CDHP plan)
- One self-insured dental plan
- One self-insured vision plan
- Flexible spending accounts
- HRA VEBA
- Life and AD&D insurance
- Short-term disability plan recognized as a voluntary medical plan under the Washington Paid Family and Medical Leave program.
- Long-term disability insurance
- Health advocacy
- Employee assistance program
- Employee wellness program

CWPU UIP partners with third-party administration service providers and carriers for daily operation and servicing of the plans, including claims processing, record keeping, etc. and with a benefits consultant. CWPU UIP member utilities may encounter personal health information while administrating CWPU UIP offered benefits.

Trust finances

In 2022, CWPU UIP incurred \$28 million in medical, prescription, dental, and vision plan costs. To minimize budgeting and funding volatility for the CWPU UIP members and in compliance with state regulations, CWPU UIP maintains program reserves and contingency reserves. CWPU UIP's financial statement is audited annually by the Washington State Auditor's office. In addition, CWPU UIP submits annual reports to the State Risk Manager as required by Washington State law.

INSTRUCTION FOR RESPONSES

All communications and responses must be directed in writing to Sylvia Hubbard, UIP benefits program administrator and submitted via email to shubbard@gcpud.org. Your response should address the below listed series of questions.

Schedule

Event	Date
Release of RFI	March 6, 2023
Submit clarifying questions via email no later than	March 16, 2023 – 5:00 p.m. PST
Responses are due	March 20, 2023 – 5:00 p.m. PST
Review of RFI complete	April 14, 2023

Costs for developing responses to this RFI are entirely the obligation of the responder and shall not be chargeable in any manner to CWPU UIP.

All information submitted in response to this RFI becomes property of CWPU UIP and is public information unless a statutory exception exists that exempts it from public release under Washington State’s Public Records Act.

This RFI is not a contract, not meant to serve as a contract, and does not constitute a promise to enter into a contract.

Questionnaire

The following series of questions have been created to assist CWPU UIP with the decision on whether to issue a subsequent request for proposal for consulting services. Your response to the below listed questions should be as clear and concise as possible.

Please include the name of the organization, including name, title, phone number and email address for the person authorized to clarify information in the response.

Questions:

1. What are the core competencies of your organization?
2. Please tell us about your experience with insurance pools, public sector customers, and clients who are self-funded for medical insurance.
3. How would you identify CWPU UIP’s HIPAA privacy and security related risks and gaps?
4. How would you assist CWPU in remediation of identified deficiencies?
5. Please explain project deliverables.

6. How much time will be required from project kick-off to project completion?
7. How many billable hours/costs would you estimate will be necessary to complete the work?
8. What else should we consider/ask to ensure HIPAA privacy and security compliance?

Next steps

CWPU UIP chair and UIP benefits program administrator will review all responses and will then decide how to proceed with the project.