

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Aaron Wong-Sing
Place du Portage, Phase III
12C1
11 Laurier St./11, rue Laurier
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 934-1235

**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Health Services Project Division (XF)/Division des
projets de services de santé (XF)
Place du Portage, Phase III, 12C1
11 Laurier St./11 rue, Laurier
Gatineau
Gatineau
K1A 0S5

Title - Sujet HICPS	
Solicitation No. - N° de l'invitation HT426-144642/B	Date 2015-08-24
Client Reference No. - N° de référence du client HT426-144642	GETS Ref. No. - N° de réf. de SEAG PW-\$\$XF-008-29420
File No. - N° de dossier 008xf.HT426-144642	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-31	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Wong-Sing, Aaron	Buyer Id - Id de l'acheteur 008xf
Telephone No. - N° de téléphone (819) 956-2219 ()	FAX No. - N° de FAX (819) 934-1235
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

HT426-144642/B

Amd. No. - N° de la modif.

File No. - N° du dossier

008xfHT426-144642

Buyer ID - Id de l'acheteur

008xf

CCC No./N° CCC - FMS No/ N° VME

HT426-144642

Please see the following Information Notice.

Health Canada

Health Information and Claims Processing Services

Information Notice #1

1. Purpose of this Information Notice

This is an Information Notice #1 pertaining to the Health Information and Claims Processing Services (HICPS) for Health Canada (HC). The purpose of this notice is to update industry on the status of the engagement activities.

2. NIHB Overview

The Non-Insured Health Benefits (NIHB) Program of the First Nations and Inuit Health Branch (FNIHB) at Health Canada provides eligible registered First Nations and recognized Inuit with a range of medically necessary goods and services not provided through private insurance plans, provincial/territorial health and social programs or other publicly funded programs. These medically necessary benefits are:

- Certain prescription and over-the-counter drugs;
- Medical supplies and equipment;
- Dental care;
- Vision care;
- Other health care services such as short-term crisis intervention mental health counselling; and
- Medical transportation to access medically required health services not available on reserve or in the community of residence.

The NIHB Program is a critical program designed to address the health inequalities of First Nations and Inuit, so that they may attain a level of health comparable to other Canadians living in similar locations. The NIHB Program operates according to the following guiding principles:

- All registered First Nations and recognized Inuit normally resident of Canada, and not otherwise covered under a separate agreement with federal or provincial governments or through a separate self-government agreement, are eligible for non-insured health benefits, regardless of location in Canada or income level;
- Benefits will be provided based on professional, medical or dental judgment, consistent with the best practices of health services delivery and evidence-based standards of care;
- There will be national consistency with respect to mandatory benefits, equitable access and portability of benefits and services;
- The NIHB Program will be managed in a sustainable and cost-effective manner;
- Management processes will involve transparency and joint review structures, whenever jointly agreed to with First Nations and Inuit organizations; and
- When an NIHB-eligible client is also covered by another public or private health care plan, claims must be submitted to the client's other health care/benefits plan first. NIHB will then coordinate payment with the other payor on eligible benefits.

3. HICPS Requirement Overview

Health Canada will require the services of a third / private party to provide Health Information and Claims Processing Services for the Pharmacy, Medical Supplies and Equipment (MS&E), Dental Care, Vision Care and Mental Health Counseling (short term crisis intervention) benefits components of the NIHB program.

As with other public and private plans, the NIHB Program does not provide direct services to clients. It relies mainly on pharmacists, dentists and other health providers to deliver services to clients. Through the Health Information and Claims Processing Services, the NIHB Program reimburses providers for the cost of eligible services. These services are essential to the NIHB Program's ability to fulfill its mandate to ensure access by First Nations and Inuit clients to needed health benefits.

HICPS includes all services and supporting systems used to process Non-Insured Health Benefits claims, supporting providers with the processing and settlement of their claims, ensuring compliance with NIHB Program policies including audit, reporting and financial control practices, automated information management systems used to process and pay claims in accordance with NIHB Program client/benefit eligibility and pricing policies.

Since 1990, Canada has retained the services of a private sector contractor to administer the following core health information and claims processing services on its behalf:

- Requests and claims processing, adjudication and settlement;
- Provider registration and communications;
- Payment and Financial operations;
- Systems and services in support of the various NIHB operated Review, Prior-Approval, and Predetermination Centres.
- Provider Audit program and audit recoveries; and
- Data retention, collection, analysis and reporting

4. Aboriginal Participation Component

The HICPS requirement will include an Aboriginal Participation Component (APC), which is a mechanism designed to meet the Government of Canada's objectives of encouraging Aboriginal socio-economic development through federal contracting opportunities that are not subject to International Trade Agreements. The APC is designed to develop long-term sustainable and meaningful socio-economic benefits for Aboriginal people, businesses and communities and complements the objectives of the Procurement Strategy for Aboriginal Businesses (PSAB).

5. Proposed Engagement Approach

5.1 Engagement Strategy

Three phases are planned for the Industry Engagement process. However, as the process evolves, additional activities could be incorporated into the engagement schedule or engagement phases may be combined, modified, or eliminated depending on timelines and feedback from industry.

Please note that participation in any of the Engagement activities is not a mandatory requirement for eventual submission of a bid; industry representatives that do not

participate in the Engagement process will remain eligible to submit a bid in response to any future Request for Proposals (RFP) relating to the HICPS procurement.

Engagement Phase 1

The objectives of this Engagement Phase are:

- i. To share information on NIHB program current business model, high level needs, and projected clientele and business volume growth.
- ii. To seek information on new technologies, business models and practices that would help NIHB save or contain costs while improving health outcomes and providing enhanced services.
- iii. To introduce to the industry the Aboriginal Participation Component of the solicitation.
- iv. To engage Aboriginal businesses and communities interested in the requirement.

Information gathered will serve as a baseline to start drafting the RFP.

The activities planned for this Engagement Phase are:

- i. *Request for Information (RFI) #1* – The purpose is to inform industry of HC's requirement for HICPS and to provide industry an opportunity to provide feedback on the requirement and subsequent engagement activities. Responses will assist Canada initiating a dialogue about the requirements and possible solutions.
- ii. *Industry Engagement Information Session #1* – The purpose is to provide RFI respondents ("participants") and stakeholders with general information on NIHB needs and requirements, the Aboriginal Participation Component, the consultative process, and to obtain industry comments on the process in general.
- iii. *One-on-One Sessions #1* – Following the Industry Engagement Information Session #1, participants will be invited to one or more individual sessions. These sessions will represent an additional opportunity for RFI respondents to clarify or expand on their response. These sessions also represent an additional opportunity for Canada to learn more about the industry and gather additional information.

Engagement Phase 2

The objectives of this Engagement Phase are:

- i. To share with participants scenarios about specific NIHB needs for enhanced systems components and improved or reengineered services.
 - a. To seek technical solutions and best practices from Industry
 - b. To involve Industry in refining NIHB requirements
 - c. To identify and explore and assess opportunities for innovation
 - d. To give a heads up to Industry on NIHB needs for new enhanced system and/or services component
- ii. To share scenarios/options for Aboriginal Participation Component
 - a. To help industry achieve readiness to meet Aboriginal requirements
 - b. To identify the optimal Aboriginal Participation Component scenarios

The information gathered will serve to fully define the RFP and to refine the requirements.

The activities planned for this Engagement Phase are:

- i. *Request for Information #2* – RFI #2 will be published which will include HC's revised business needs and requirements for industry review and comments. This RFI will also include specific scenarios for improved or new services. HC will ask industry questions for specific feedback and validation.
- ii. *Industry Engagement Information Session #2* – HC can present and explain their specific scenarios to participants, including the Aboriginal Participation Component.
- iii. *Working Group Sessions and/or One-on-One Sessions #1* – Following the Industry Engagement Information Session #2, the participants will be invited to one or more individual sessions and/or working groups. These sessions will represent an additional opportunity for RFI respondents to clarify or expand on their responses, particularly regarding HC's specific scenarios. These sessions also represent an additional opportunity for Canada to learn more about the readiness of the industry and the available solutions and/or innovation, and to gather additional information from industry subject matter experts.

Engagement Phase 3

The objectives of this Engagement Phase are:

- i. To validate with Industry the final NIHB requirements and needs
- ii. To validate with Industry the final Aboriginal Participation Component of the RFP
- iii. To provide a heads-up on what to expect in the RFP
- iv. To address any last minute issues or show stoppers

The activities planned for this Engagement Phase are:

- i. *Request for Information #3* – RFI #3 will be published and will include including near-final Statement of Work and technical documentation.
- ii. *Working Group Sessions* may be scheduled if deemed necessary.

Rules of Engagement

All participants must sign and submit the Rules of Engagement form (Annex A) to the Contracting Authority prior to their participation in any of the Industry Engagement Information Sessions, One-on-One Sessions, or Working Group Sessions.

5.2 Engagement Timeline

HICPS Milestones and Associated Timeline

The following milestones and their associated target delivery dates are estimates which have been provided for information purposes only. Canada reserves the sole option to delete or change each of the individual named milestones and their associated delivery dates as Canada sees fit.

Engagement Milestone		Target Date
Engagement Phase 1		
1	Industry Engagement Information Session #1	September 21, 2015
2	One-on-One Sessions #1	September 21 – 28, 2015
Engagement Phase 2		
3	RFI #2	Spring 2016
4	Industry Engagement Information Session #2	Summer 2016
5	Working Group Sessions #2	Summer 2016
6	One-on-One Sessions #2	Summer 2016
Engagement Phase 3		
7	RFI #3	Autumn 2016

6. HICPS Status Update

An initial Request for Information No. HT426-144642/A was published in May 2015 seeking feedback from industry on the requirement and subsequent engagement activities. It also included specific questions to the industry which responses will enable Canada to consider in the development of HICPS requirement and the future RFP. Canada is reviewing the feedback received in response to the RFI process and, where applicable, will include this feedback in the engagement activities.

7. Enquiries

Since this is not a bid solicitation, Canada will not necessarily respond to enquiries in writing or by circulating answers to all Respondents; however, Respondents with questions regarding this Information Notice may direct their enquiries to:

Contracting Authority: Aaron Wong-Sing
Public Works and Government Services Canada
Place du Portage III, 12C1
11 Laurier Street
Gatineau, Quebec
K1A 0S5

Email Address: TPSGC.DGASTRDPSS-AQCBHICPS.PWGSC@tpsgc-pwgsc.gc.ca
Telephone: 819-956-2219
Facsimile: 819-934-1235

Alternate:
Delegate Contracting Authority: Betty Cole
Telephone: 819-956-1360

The use of e-mail to communicate is preferred.

8. Previous RFI

Copies of the previously published HICPS RFI #1 (HT426-144642/A published May 20, 2015) can be downloaded from GETS <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-XF-008-28919>.

ANNEX A: RULES OF ENGAGEMENT

Health Information and Claims Processing Services

Industry Engagement Process

Rules of Engagement

(Mandatory Form for Participant)

An overriding principle of the Industry Engagement is that it be conducted with the utmost fairness and equity between all parties. No one person or organization shall receive nor be perceived to have received any unusual or unfair advantage over the others.

All GC documentation provided throughout the Industry Engagement Process, which begins with the RFI #1 and concludes when an official RFP is published on the Government Electronic Tendering Service (GETS) or when the GC advises Participants that the Industry Engagement Process ("Process") has concluded, will be provided to all participants who have agreed to and signed the Terms and Conditions of Engagement Process ("Participant").

The GC will not disclose proprietary or commercially sensitive information concerning a Participant to other Participants or third parties, except and only to the extent required by law.

TERMS AND CONDITIONS

The following terms and conditions apply to the Process. In order to encourage open dialogue, Participants agree:

- To discuss their views concerning the HICPS requirement and to provide positive resolutions to the issues in question. Everyone shall have equal opportunity to share their ideas and suggestions;
- To allow the GC to record and/or make notes during the One-on-One Sessions and/or Working Group sessions should clarification of information be required;
- NOT to reveal or discuss any information to the MEDIA/NEWSPAPER regarding the HICPS requirement during the Engagement Process. Any media questions will be directed to the PWGSC Media Relations Office at 819-956-2313;
- To direct enquiries and comments only to authorized representatives of the GC, as directed in notices given by the Contracting Authority from time to time. Any communication to unauthorized representatives of Canada may be subject to full disclosure by Canada on the GETS;
- That the GC is not obligated to issue any Request for Proposal (RFP), or to award any Contract for the HICPS requirement;
- That if the GC does release an RFP, the GC retains absolute discretion over the terms and conditions of the RFP;
- That the GC will not reimburse any person or entity for any cost incurred in participating in this Process;
- To direct all enquiries with regard to the procurement of HICPS to the Contracting Authority;

- That participation is not a mandatory requirement. Not participating in this Process will not preclude a supplier from submitting a bid;
- That a Draft RFP may be posted on GETS for industry comment;
- That failure to agree to and to sign the Terms and Conditions will result in the exclusion from the Process;
- That any information submitted to the GC as part of this Process may be used by the GC in the development of a subsequent competitive RFP. However, the Government is not bound to accept any expression of interest or to consider it further in any associated documents such as a RFP;
- That the GC may disclose the names of Participating Suppliers that choose to participate in the Process;
- That other Participants may join the Process at any time in the process; and,
- That a dispute resolution process to manage impasses throughout this Process shall be adhered to as follows:

Dispute Resolution Process

1. By informal discussion and good faith negotiation, each of the parties shall make all reasonable efforts to resolve any dispute, controversy or claim arising out of or in any way connected to this Industry Engagement.
2. Any dispute between parties of any nature arising out of or in connection with this industry engagement shall be resolved by the following process:
 - a. Any such dispute shall first be referred to the Participating Supplier's Representative and the PWGSC Procurement Manager managing the Industry Engagement. The parties will have three (3) business days in which to attempt to resolve the dispute;
 - b. In the event the representatives of the parties specified in Article 2.a. above are unable to resolve the dispute, it shall be referred to the Participating Supplier's Project Director and the PWGSC Senior Director of the Directorate responsible for managing the industry engagement. The parties will have three (3) business days to attempt to resolve the dispute;
 - c. In the event the representatives of the parties specified in Article 2.b. above are unable to resolve the dispute, it shall be referred to the Participating Supplier's Vice President and the PWGSC Director General of the Sector responsible for managing the industry engagement. The parties will have three (3) business days to attempt to resolve the dispute;
 - d. In the event the representatives of the Parties specified in Article 2.c. above are unable to resolve the dispute, it shall be referred to the Participating Supplier's President and the PWGSC Assistant Deputy Minister of the Branch responsible for managing the industry engagement, who will have five (5) business days to attempt to resolve the dispute; and,
 - e. In the event the representatives of the Parties specified in Article 2.d. above are unable to resolve the dispute, the Contracting Authority shall within five (5) business days render a written decision which shall include a detailed description of the dispute and the reasons supporting the Contracting Authority's decision. The Contracting Authority shall deliver a signed copy thereof to the Participating Supplier.

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By signing this document, the individual represents that they have full authority to bind the Participating Supplier listed below and that the individual and the company agrees to be bound by all the terms and conditions contained herein.

**Company Name of
Participating Supplier:**

Name of Individual:

Telephone:

E-mail:

Signature:

Date:

IMPORTANT: Suppliers interested in participating in the HICPS Industry Engagement Process must agree to and sign this mandatory form.

Participants are requested to return this completed form via e-mail to: TPSGC.DGASTRDPSS-AQCBHICPS.PWGSC@tpsgc-pwgsc.gc.ca