



**SOUTHEAST MISSOURI**  
STATE UNIVERSITY · 1873

**REQUEST FOR PROPOSAL 5843**  
**AMENDMENT 1**

**DELIVERY INSTRUCTIONS**

For USPS/FedEx/UPS, etc.  
Proposals must be mailed to:  
Purchasing Department  
Southeast Missouri State University  
One University Plaza, Mail Stop 3280  
Cape Girardeau, MO 63701

OR delivered by offeror to:  
Purchasing Department  
Academic Hall Room 200F  
Normal Avenue  
Cape Girardeau, MO 63701

**TITLE: SELF INSURANCE CONSULTING SERVICES**

**DATE: NOVEMBER 29, 2016**

**BUYER: PAMELA SANDER  
CONTROLLER**

**EMAIL: psander@semo.edu**

**PHONE: (573) 651-2175**

**PROPOSAL MUST BE RECEIVED NO LATER THAN:**

**DATE: DECEMBER 8, 2016**

**TIME: 3:30 P.M.**

**MUST BE SIGNED TO BE VALID**

The offeror hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal.

AUTHORIZED SIGNATURE		PRINTED NAME/TITLE	
COMPANY NAME			CURRENT DATE
MAILING ADDRESS			TELEPHONE NUMBER/EXT.
CITY		STATE	ZIP CODE
CONTACT PERSON	CONTACT PERSON EMAIL ADDRESS		FACSIMILE NUMBER
DELIVERY DATE: _____ DAYS ARO, FOB DESTINATION      PROMPT PAYMENT TERMS: _____%    _____ DAYS    NET _____ DAYS			
NOTICE OF AWARD (SOUTHEAST MISSOURI STATE UNIVERSITY USE ONLY)			
AUTHORIZED SIGNATURE FOR SOUTHEAST MISSOURI STATE UNIVERSITY			DATE

**SOUTHEAST MISSOURI STATE UNIVERSITY  
REQUEST FOR PROPOSAL 5843  
SELF INSURANCE CONSULTING SERVICES**

**AMENDMENT #1**

1. The offeror is hereby notified that Request for Proposal 5843 is clarified as follows.

Q1. Does the University currently utilize the services of a consultant for the health plan? Or ancillary coverages? Are ancillary coverages part of this RFP?

**The University currently does not use consulting services for any benefit coverages. Ancillary coverages are not part of this RFP.**

Q2. The current plan is on a calendar year basis (January 1 renewal). Is the University going to run a short plan year and convert to a July 1 renewal? Has this decision already been made? Why the change mid-year?

**The University has administered its health plan on a calendar year basis. A mid-year change might occur if a change to self-insurance results in significant cost savings. A decision has not been made to permanently change the benefit plan year.**

Q3. Is the plan currently self-funded? If not, has there already been analysis done with respect to self-funding? Why the interest now in self-funding?

**The plan is currently fully-funded. Due to the most recent renewal cost increase, the University is interested in exploring a self-funded option to identify cost savings.**

Q4. What is the University's risk tolerance? Is there tolerance for the potential swings in cost month to month, or is the University interested in more level funding with the potential of refunds?

**The University would be interested in reviewing both level funding and self-funding options.**

Q5. Is the University flexible in terms of providers available in any potential plans, i.e. narrow networks excluding certain providers?

**The University is interested in exploring all potential options.**

Q6. There is a very short timeframe between selecting the consultant and when the RFP for self-funding is due to the market (1 week) and for the self-funding RFP to be completed by potential vendors (2 ½ weeks). When would you expect the completion of the current plan analysis? Are these times flexible?

**The University can be somewhat flexible in this regard. However, the University is very sensitive to the limited time available for reviewing proposals and discussing with**

**its benefits subcommittee and budget review committee. These committees typically begin meeting in February of each year.**

Q7. Would you give an estimate of approximate annual premium for the medical plan?

**\$9,100,000. This includes employees, retirees and dependents.**

Q8. Can you confirm that the consultant will be providing consulting services for all of the University's health and welfare plans including dental, vision, life and disability?

**The consultant will be expected to provide services for the University's medical insurance plan offering. Dental, vision, life, disability, long term care and retirement benefits are not included in the scope of work.**

Q9. Do you want consultants to attend the RFP opening meeting?

**Only the names of the respondents shall be read at the proposal opening. As the contents of the responses shall not be disclosed at that time, it is your option as to whether or not you attend the RFP opening.**

Q10. Please confirm the reasoning behind submitting this RFP.

**The plan is currently fully-funded. Due to the most recent renewal cost increase, the University is interested in exploring a self-funded option to identify cost savings. The University does not have current consulting services nor does it pay any current consulting fees.**

Q11. Does the University require vendors to sign the University's contract form or can the vendor use their own contract?

**Please refer to the Section 9b of the Terms and Conditions which states: A binding contract shall consist of (1) the RFP, amendments thereto, and any Best and Final Offer (BAFO) request(s) with RFP changes/additions, (2) the contractor's proposal including any contractor BAFO response(s), (3) clarification of the proposal, if any, and (4) University's acceptance of the proposal by "notice of award" or by "purchase order." All Attachments included in the RFP shall be incorporated into the contract by reference.**

**A firm may submit a contract they use as long as it is not in conflict with the University's RFP or Terms and Conditions.**

Q12. Do you expect the consultant's staff to attend or present at your annual enrollment meetings? Are there other regularly scheduled meetings that the consultant should attend?

**We expect that the consultant would be available to meet with Human Resources, the Vice President for Finance and Administration and possibly the University President to review proposals and recommendations.**

Q13. Regarding the self-insured RFP, will the University want to carve pharmacy out, or only look at those carriers that can carve pharmacy in?

**The University is open to considering either method.**

Q14. What is the current annual budgeted amount for consulting services?

**This is yet to be determined.**

Q15. Regarding Attachment 1 and 2, do they need to be completed if they do not apply?

**Attachment 1-Contractor Business Information: As a state entity, the University is required to report minority-business and women-business enterprise information to the Office of Administration, Division of Purchasing. Therefore, the offeror is requested to complete and return Attachment 1 with the proposal. Completion of Attachment 1 does not affect contract award.**

**Attachment 2-Missouri Service-Disabled Veteran Business Preference: Pursuant to section 34.074, RSMo, a three (3) bonus point preference shall be granted to offerors who qualify as Missouri service-disabled veteran businesses and who complete and submit Attachment 2, Missouri Service-Disabled Veteran Business Preference with the proposal response. If the response does not include the completed Attachment 2 and the documentation specified on Attachment 2 in accordance with the instructions provided therein, no preference points will be applied.**

Q16. Regarding Attachment 3, is this due with the response to the RFP or sometime before the contract award?

**We encourage Attachment 3 to be submitted with your proposal but it must be submitted prior to an award of a contract.**

Q17. Are offerors bound by the terms and conditions attached to the RFP? If not, do offerors have the opportunity to provide exceptions or can they redline the attached terms and conditions?

**The offeror can make changes to the Terms and Conditions and Southeast will review to determine if the change(s) would make the offer non-responsive.**

Q18. Please provide enrollment by tier and by plan for health plan coverage.

**Base Plan \$1,500 deductible:**

**Employee Only – 520**

**Employee/Spouse – 90**

**Employee/Children – 113**

**Employee/Family – 120**

**Total - 843**

**Accelerated Plan \$500 deductible:**

**Employee Only – 367**

**Employee/Spouse – 29**

**Employee/Children – 8**  
**Employee/Family – 4**  
**Total - 408**

2. RFP closing date and time remain the same.
3. All other terms and conditions of Request for Proposal 5843 remain the same.

*To acknowledge receipt of this amendment, the offeror should complete, sign, and return with the proposal response.*