



**SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873**

**REQUEST FOR PROPOSAL 5909
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: EMPLOYEE INSURANCE BENEFITS
CONSULTING**

DATE: JULY 12, 2018

**BUYER: LYNDA SEABAUGH
ASSISTANT CONTROLLER**

EMAIL: lseabaugh@semo.edu

PHONE: (573) 651-2076

PROPOSAL MUST BE RECEIVED NO LATER THAN:

DATE: JULY 19, 2018

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
EMPLOYEE INSURANCE BENEFITS CONSULTING
REQUEST FOR PROPOSAL 5909**

AMENDMENT #1

The offeror is hereby notified that Request for Proposal 5909 is clarified as follows:

1. On page 3 in the middle of the page, the RFP indicates that “ongoing consulting services begin July 1, 2018”. Please confirm that this should be July 1, 2019 and refers to the ongoing consulting services associated with a transition to self-insurance if that we to occur.

That should probably be restated to say that ongoing consulting services will commence at the bid award for the contract, so expected to begin no later than August 15, 2018. Ongoing consulting services are desired even if we remain fully-insured.

2. Can you please confirm the University’s expectations for the dental and vision coverages? Since their contracts expire 12/31/18, will the consultant who earns this opportunity be expected to market these coverages in 2018 as well? This will impact the proposed pricing for Scope 1.1 on page 15.

We are interested in the consultant reviewing options for bundling coverages with UnitedHealthcare for the 2019 renewal to potentially reduce costs under our health insurance plan.

3. There are two areas that outline the contents of the proposal. Section 4 (Proposal Form and Content) and 6.1 – 6.10 on pages 12 and 13. They’re slightly different from one another. Our plan will be to combine the two and address each area even if they aren’t included in both sections. Please confirm this will be acceptable.

It is preferable the Offeror organize its response in the order listed on pages 12-13, but all information in both sections should be included in the proposal.

4. Our self-funded feasibility analysis doesn’t entail marketing for a self-funded plan. It is distinct and separate from a product RFP. Is your expectation that we market the insurance as part of the feasibility analysis? Or provide the analysis before the marketing process?

The contractor would first be expected to conduct a feasibility analysis to determine if self-funding is a cost-effective option for the University. If it is determined to be a cost-effective option and the University then decides to progress further toward self-funding, then the contractor would be expected to engage in solicitations and negotiations with various insurance providers to help secure the best and most affordable contracts possible.

5. Are you going to hire a consultant for ongoing services if you stay fully-insured? The RFP seems to indicate you will hire a consultant regardless but section 1.4 suggest you only want ongoing consulting if you move to a self-funded platform.

Yes, the University will be hiring a consultant for ongoing services should we stay fully-insured, and this service would be subject to annual renewals.

6. Is the date incorrect in section 1.4.1?

See #1.

7. Should we follow the format outlined on page 7-8 or the format outlined on page 12, number 6? Much of the information is the same but there are some differences.

See #3.

8. The RFP addresses consulting needs relating to the health plan but also references dental, vision, basic life and LTD benefits. Will consulting services under this plan be limited to medical and pharmacy benefits or will it extend to other types of employee benefits?

Consulting will be focused on the medical and pharmacy benefits. However, if there happens to be an option at some latter point for bundling coverages to optimize cost savings for medical and pharmacy (e.g., moving dental to the same carrier), the University would be open to that possibility and would desire the Consultant's assistance in making that happen.

9. What was Southeast's budgeted expenditure for consulting services under a fully-insured health plan model during the fiscal year ending June 30, 2018?

The University budget is not broken down to this level of detail.

10. What is Southeast's budgeted expenditure for the self-funded health plan feasibility study during the current fiscal year?

The University budget is not broken down to this level of detail.

11. The RFP pricing page references the self-funding feasibility study both in Scope 1.1 and Scope 1.2. Should the proposed fee for the feasibility study be included in both Scope areas or just in Scope 1.2?

We would prefer offerors to submit the self-funding feasibility study costs under 1.2, not 1.1 of the Pricing Page.

12. Are the dental and/or vision plans currently self-insured?

No.

13. Who is the existing insurance broker/consultant for the health benefit plans?

The University is not currently utilizing a broker/consultant.

14. Will the existing broker/consultant be encouraged to submit a proposal for the employee benefit consulting services referenced in the RFP?

See #14.

15. Is a GASB valuation for retiree health and life benefits part of this RFP? If not, which actuarial firm conducts the GASB analyses?

No, it is not part of the RFP. The University currently contracts with CBIZ Retirement Plan Services to perform GASB analyses.

16. We staff client project teams with consultants and actuaries in different offices and we consult with other Higher Education institutions near Southeast in Missouri, Arkansas, Tennessee, Kentucky and Illinois. Our Midwest Regional Office is located in Chicago. We also have an office in Atlanta. Is either location preferable and potentially acceptable to Southeast as a core servicing office?

The University does not have a preference between the Chicago or Atlanta offices. The University's intent is that client services be accessible and timely when needed, which is the reason for asking for local or regional access.

- 17. The RFP closing date and time remain the same.**

All other terms and conditions of Request for Proposal 5909 remain the same.

If you have any questions regarding this information, please contact the Purchasing Department at 573-651-2076.

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