



# **Request for Proposals 20RFP010 Medical and Pharmacy Health Benefit Products**

| Date | Event |
|------|-------|
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## **Checklist and Submission Guidelines**

This checklist is provided to help you conform to all form/document requirements stipulated in this solicitation and attached herein.

(This is not a required form, it is not necessary to return this checklist with your proposal.)

### **Understanding the Proposal**

Completed

Read entire RFP document, appendices and attachments

Review AISD Policy and Instructions on our website:

## **Table of Contents**

**Section I**

**Section II**

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## **I. INTRODUCTION**

**Section I – Summary of Experience**

This section shall contain the full name and address of the proposer submitting the proposal and a brief summary of the proposer experience for personnel who will provide this product or service.

**Section II - Scope of Service**

This section shall contain all information requested in Attachment A, B, and C, in the order shown and utilizing attachment formats. Complete all tabs and provide requested information from *Background & Proposal Specs* tab. Include a

Proposer







## **1.2 General Carrier Requirements**

### **1.2.1 Transitional Process**

The selected carrier shall be responsible for all claims incurred on/or after January 1, 2021. Austin ISD desires that covered employees and their dependents should not be adversely affected by a change in insurance carriers. A "no-loss/no-gain" approach will apply to all participants covered under the new plan. It is imperative that any exclusions, limitations, or any other deviation be clearly outlined and discussed. A Respondent is expected to explain, in detail, their approach and responsibilities for total disabilities, active at work clauses, or any other limitations.

Proposals received with full protection - no limitations - will receive preference.

### **1.2.2 Commission**

It is not the intent of Austin ISD that commissions are built into the Proposals. Commissions, fees or other reimbursement arrangements are prohibited. Each Respondent must sign the Non- Collusion Affidavit enclosed or their Proposal will not be considered. This includes bonus or contingency payments as well.

### **1.2.3 Compliance with the Proposal**

All responses are to be prepared according to the Proposal. Any item(s) your company cannot accommodate are to be disclosed in writing prior to binding acceptance by the consultant and Austin ISD. Any deviations from this request are to be discussed, in writing, with the consultant in advance of the due date. After Austin ISD has made a commitment and awarded the Contract, the carrier will be held responsible for all items contained in the specifications.

### **1.2.4 Proposed Rates**

A minimum rate guarantee of 12 (twelve) months is required. Please confirm this guarantee in your Proposal and denote any additional guarantees your company may wish to extend to Austin ISD. It is Austin ISD's intent to establish a three (3) year contract with the new carrier(s) provided renewal rates are acceptable and can be given within your Proposal. Multiple year, rate guaranteed contracts will receive preference. Multiple

### **1.2.5 Renewal Rates**

The selected carrier is asked to deliver a rate adjustment no later than 90 (ninety) days prior to the anniversary date each year.





**1.5 The Respondents must meet the following mandatory criteria:**

Must have been rated by A.M. Best for at least the past three years as an A- rated company

Insurance company is published in the current listing of insurance companies authorized to transact business in Texas; and

Will consider waiving the Employee Actively at Work/Dependent Non-Confined Underwriting provision

**1.6 Austin ISD reserves the right to award a contract for any or all areas of this RFP.**

It is the responsibility of the Respondent to provide sufficient information/data in a convincing manner to Austin ISD to assure all of the terms, conditions and expectations for satisfactory performance of the services requested herein will be met.

All contact during the evaluation phase shall be through the Austin ISD Contracts and Procurement Department or the technical contact only. Successful Respondent shall neither contact nor lobby evaluators during the evaluation process. Attempts by Successful Respondent to contact and/or influence members of the Evaluation Committee may result in disqualification of Proposal.

**VII. APPENDICES AND ATTACHMENTS**

Appendices (Documents included within this proposal):

Appendix 1 Purchasing and Acquisition Vendor Relations Policy CHE-LOCAL

Attachments (Separate documents available to download):

Attachment A - RFP Questionnaire **Complete with Proposal**

Attachment B - RFP Workbook **Complete with Proposal**

Attachment C - RFP Pharmacy **Complete with Proposal**

Attachment D - Summary Plan Description Booklets

Attachment E - Cobra and Active Census Data

