

Date	
January 28, 2020 and February 4, 2020	Dates of public notice
February 5, 2020	Due date for questions by 5:00 pm
February 12, 2020	Questions and answers posted on our website
February 20, 2020	RFQ opening / due date at 2:00 pm CST

Week of



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## I. INTRODUCTION

The Austin Independent School District is seeking statements of qualifications from firms qualified and experienced in providing Group Health Benefits Consulting Services for the Employee Benefits Program including (but not limited to): Group Health & Pharmacy, Stop Loss, Dental, Life, Disability and Third Party Administrator (TPA). Being a legal method of procurement for school districts in Texas, AISD would like to utilize current platforms to engage Consultants.

The Austin Independent School District encompasses 230.3 square miles. At present, the District operates 130 campuses in addition to several administrative and support facilities. Austin Independent School District employs 12,000 people including a teaching staff of 6,100. AISD operates a self-funded health plan administered by Aetna. The plan offers ACO and HSA



1. A description and sample of the methodology your firm has used in the past to evaluate the quality of care provided by varying network and plan design strategies.
2. A description of how you would compare the level of discounts between competing provider networks.
3. A detailed description to your approach to managing pharmacy cost for an employer.
4. A description of your approach to Vendor Performance management.
5. A copy of your service agreement. While the final signed version, may be an AISD generated document, review of your service agreement, if requested, should be submitted additionally.

#### Section V - Financial Proposal

This section shall contain a straightforward, concise delineation of the firm's financial proposal to satisfy the requirements of this RFQ. It is the firm's responsibility to specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the services required herein.







PHASE 2 (optional)

Points	Item	Detailed Description
35 Points	Interview / Presentation	The adequacy and completeness of the plan offered addressing the Scope of Service.
35 Points	Firm's Capabilities	The demonstrated ability of the firm to provide services, including references.
30 Points	Financial Proposal	Start-up costs, fixed product costs, ongoing maintenance fees, etc.

- C. The committee evaluating the statements of qualifications submitted in response to this RFQ may require any or all Firms to give an oral presentation in order to clarify or elaborate on their statement of qualification as well as to provide a demonstration. Upon completion of oral presentations or discussions, firms may be requested to revise any or all portions of their response and submit a best and final offer (BAFO) for consideration.
- D. If the district determines that additional evaluation steps are required to determine the best value between Firms, the district reserves the right to consider any or all of the following additional criteria; the proposed price, Firm's experience, references and record for responsibility, or any other relevant factor that the district deems necessary to determine best value.

VI. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

Term

The agreement(s) resulting from this solicitation will be in effect for an initial term of one (1) year from the date of award by the Board of Trustees, or such date established by the agreement. The parties by mutual consent may renew the agreement for up to four (4) additional one (1) year periods. In addition, the district reserves the right to extend the contract for an additional time beyond the final expiration date if necessary to ensure no lapse in service.

Under the direction of the Districts Benefit Department, the consultant shall deliver an accurate forecast and industry trends including costs for two (2) and three (3) years ahead for budgeting purposes; negotiate provider contracts with the District. The consultant consistently works to offer the best benefit options for Austin ISD staff members, including monetary savings. Additionally, the consultant should have adequate staff to be ever accessible and available to the district. AISD values a consultant that has the ability to provide assistance and support to Austin ISD on a timely basis, is a proactive resource, and a strategic problem solver. The Consultant shall develop and maintain productive relationships with all benefit providers.

1. Review existing health plan, self-funded dental, basic life, voluntary life and short term disability programs along with the administration services provided by a Third Party Administrator for flexible spending account, long-term disability, vision, cancer, COBRA and benefit administration systems.
2. Aid in the evaluation of vendor renewal proposals and assist with rate negotiations.
3. Review existing plans for possible design changes and recommend development of future benefit programs.
4. Advise of any health, dental and TPA plan changes necessary for the administration of COBRA rules and regulations.
5. Advise of any possible legislative changes including health care reform (i.e., Affordable Care Act) timelines and provide appropriate updates and recommendations as necessary.
6. Advise of possible changes in industry norms and what impact these would have on district health plans.
7. Review the employee communications information and recommend changes.
8. Prepare AIS ' 5 HT X H V W I R U 3 U R S R V D W K H ) I R O O R Z L Q J L W H P  
‡ Group Health Insurance & Pharmacy Benefits - Third Party Administrator (TPA)  
‡ Dental Insurance  
‡ Life Insurance  
‡ Employee Benefits Program  
‡ Disability Insurances & all other ancillary products  
‡ Vision Insurance  
‡ Stop Loss Coverage  
‡ Provide Open Enrollment Onsite Enroller solution for district
9. Provide answers to interested RFP responder questions and assist with the review and evaluation of the proposal (RFP) responses.
10. As part of the review and analysis of the proposal responses, provide an evaluation of the quality of care delivered by the bidding health plan providers including networks. This evaluation should use a proven and quantifiable methodology and should be performed by an M.D. who has experience in managed care.
11. As part of the evaluation of proposal responses, quantify the difference in the level of discounts between bidding networks and estimate the impact on AISD's expected claims.



26. Develop contribution scenarios for future plan years for the self-funded health plan.
27. Develop a Vendor Management program for AISD that will establish performance goals for benefit vendors and periodically measure vendors against these goals.
28. Develop a monthly reporting package for AISD senior management which will provide a snap shot of the performance of the benefit plan as well as detailed reporting of the benefits program down to the plan level.
29. Provide an annual audit of medical and pharmacy claims
30. Provide a dependent documentation audit every 3 years (upon request)

## VII. TERMS AND SPECIAL INSTRUCTIONS

- A. The agreement(s) resulting from this RFP will be in effect for a one (1) year from date of award. AISD may renew the contract for four (4) additional one-year periods. Any contractual agreements may be terminated by AISD by written notice to this effect sent to the Vendor at least thirty days prior to the date of cancellation.
- B. AISD reserves the right to reject any or all proposals and to waive all formalities in the RFP process.
- C. AISD desires to have all firms submit a proposal which incorporates all significant points enumerated in this RFP. Where the proposal is silent, AISD assumes the services set forth in Section III. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS to be accepted as part of the proposal. The Board of Trustees will pass a resolution accepting the written proposal and appropriate portions (if applicable) of the successful proposer.
- D. AISD will not be responsible for any expenses incurred by a firm in preparing and submitting a proposal.
- E. Any contract resulting from this solicitation is contingent upon the continued availability of appropriations and is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by the AISD Board of Trustees or otherwise not made available to the District.
- F. A written notice of award mailed or otherwise furnished to the successful offeror results in a binding contract without further action by either party.
- G. The District reserves the right to terminate all or any part of the undelivered portion of any order resulting from this solicitation with thirty (30) days written notice; upon default by the vendor, for delay or nonperformance by the vendor or, if it is deemed in the best interest of the District, for convenience.

- H. AISD may award consulting services to one or more consultants.
- I. Successful consultant will be compensated by AISD for services satisfactorily performed in accordance with contract requirements. As such, during the term of the contract, consultant shall be prohibited from receiving commissions from group health benefit insurance companies, agents or their affiliates who may be proposing group health benefit insurance services to AISD or, are currently providing group health benefit insurance services to AISD.

#### VIII. APPENDICES AND ATTACHMENTS

¾ Appendices (Documents included within this request for qualification):

*f* Appendix 1 - Purchasing and Acquisition Vendor Relations Policy CHE-LOCAL

¾ Attachments (Separate documents available to download):

*f* Attachment 1 - Fee Schedule