**STATE OF MISSISSIPPI**

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**STATE AND SCHOOL EMPLOYEES HEALTH INSURANCE MANAGEMENT BOARD**

**REQUEST FOR PROPOSAL**

**FOR**

**ACTUARIAL CONSULTING SERVICES**

**April 17, 2018**

Contact information for this request for proposal:

Actuarial Consulting Services RFP

c/o DFA - Office of Insurance

501 North West Street

Suite 901-B Woolfolk Building

Jackson, Mississippi 39201

[InsuranceRFP@dfa.ms.gov](mailto:InsuranceRFP@dfa.ms.gov)

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2. *2018 Plan Document*
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# Section 1. INTRODUCTION

## Overview and Process

The State of Mississippi State and School Employees Health Insurance Management Board (Board) is seeking a vendor to provide actuarial consulting services to the Board relating to its management of the State and School Employees’ Life and Health Insurance Plan (Plan). The Department of Finance and Administration’s (DFA) Office of Insurance provides administrative support to the Board and is coordinating this Request for Proposal (RFP). The Board desires to contract with a vendor that specializes in providing actuarial consulting services to large self-insured health plans, and has prior experience directly related to the services requested in this RFP. The Board seeks to enter into a firm fixed price contract. This contract will be for four (4) years with an option to renew for one (1) year at the Board’s discretion. The effective date of this contract will be October 1, 2018. This procurement and any resulting contract shall be governed by the applicable provisions of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*, a copy of which is available at 501 N. West Street, Suite 701E, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.dfa.ms.gov/dfa-offices/personal-service-contract-review/pscrb-rules-regulations/>.

A copy of this RFP, including any subsequent amendments, along with a copy of all questions from vendors and responses to those questions, will be posted on DFA’s website under the heading “Bid and RFP Notices” at <http://www.dfa.ms.gov/bid-rfp-notices/>. Before the award of any contract, the vendor will be required to document to the Board that it has the necessary capabilities to provide the services specified in this RFP. The vendor may also be required to provide additional client references, as well as related project experience detail in order to satisfy the Board that the vendor is qualified. The Board may make reasonable investigations, as it deems necessary and proper, to determine the ability of the vendor to perform the work, and the vendor shall be required to furnish to the Board all information that may be requested for this purpose. The Board reserves the right to reject any proposal if the vendor fails to provide the requested information and/or fails to satisfy the Board that the proposer is properly qualified to carry out the obligations of the contract and to complete the work described in this RFP.

The Plan’s health insurance component is a self-insured, non-ERISA health insurance plan, currently providing health insurance coverage to approximately 192,000 participants. Eligible participants in the Plan include active, retired, and COBRA employees (and their enrolled dependents) of the State’s agencies, universities, community/junior colleges, school districts, and public library systems. Plan participants are located primarily within the state of Mississippi, although a small number of participants reside in other states. Additional information describing the Plan can be found in the *2018 Plan Document* located in Appendix B.

The Plan’s life insurance component consists of a flex-funded, fully-insured group term life insurance policy underwritten by Minnesota Life Insurance Company (Securian). This policy currently insures nearly 91,000 covered lives, totaling approximately $5.7 billion in coverage. Eligible participants include active and retired employees of the State’s agencies, universities, community/junior colleges, school districts, and public library systems. Refer to the *2018 Plan Document* in Appendix B and the *Calendar Year 2017 Actuarial Report* in Appendix C, for more information on the life insurance coverage available under the Plan.

The Board’s current actuarial consulting services contract with Wm. Lynn Townsend, FSA, MAAA is scheduled to expire on September 30, 2018, necessitating the need for this RFP.

The Board also currently contracts with the following vendors to assist in managing the Plan:

**ActiveHealth Management, Inc.** Medical Management/Population Health

**Blue Cross & Blue Shield of Mississippi** Third Party Medical Claims Administrator

**Cavanaugh** **Macdonald** **Consulting**, **LLC** OPEB Actuary

**Claim Technologies, Inc.** Claim and Performance Audit Services

**Prime Therapeutics, LLC**  Pharmacy Benefit Manager

**The Segal Company Southeast Inc.** Consultant

**d/b/a Segal Consulting**

**Truven Health Analytics, LLC** Decision Support Services

## Purpose and Goals

The purpose of this solicitation is to select and contract with a vendor to provide actuarial consulting services to assist the Board in its management of the Plan. The selected vendor will assist the Board by providing such services as requested by the Board for which the Consulting Actuary has the technical capability to render. These services will include, but not be limited to, the preparation of semi-annual actuarial analyses of the Plan, development of funding/premium recommendations, evaluation of the cost/savings of proposed benefit changes, and assist as requested in the development and evaluation of Return on Investment (ROI)/performance standards relating to the Board’s vendors. A more detailed listing of services is contained under the **Scope of Services** located in **Section 3**.

## Instructions to Proposers

**Proposals must be received in the DFA’s Office of Insurance in Jackson, Mississippi by 2:00 p.m. CDT Friday, June 1, 2018. Any proposal received after the deadline will not be considered. Proposals submitted by fax or by electronic mail will not be accepted.**

1. Proposals must be submitted in writing to the following address:

**Actuarial Consulting Services RFP**

**c/o DFA - Office of Insurance**

**501 North West Street**

**Suite 901-B Woolfolk Building**

**Jackson, Mississippi 39201**

To prevent opening by unauthorized individuals, all copies of the proposal, including any and all attachments, must be sealed in one or more packages, and the package(s) must be marked, “Proposals – Do Not Open.”

1. Submit one (1) clearly marked bound printed original proposal, including all attachments. The proposal should include and be tabbed as follows:

Tab 1 – Introduction/Signed Proposal Cover Letter

Tab 2 – **Section 2** - Minimum Vendor Requirements Confirmation

Tab 3 – **Section 3** - Scope of Services Confirmation

Tab 4 - **Section 4** - Narrative Questionnaire with Responses

Tab 5 - **Section 5** - References

Tab 6 – **Section 6** - Service Plan

Tab 7 – **Section 7** - Fee Schedule

Tab 8 – **Section 8** - Signed Statutory Requirement disclosure statement

Tab 9 – **Section 9** - Signed Statement of Compliance

Tab 10 – Signed Acknowledgement of RFP Amendments (if any)

Tab 11 - Resumes for Key Staff

Tab 12 - Any Additional Information

1. Number each page of the proposal. Multiple page attachments and samples should be numbered internally within each document, and not necessarily numbered in the overall page number sequence of the entire proposal. The intent of this requirement is that the proposer submit all information in a manner so that it is clearly referenced and easily located.
2. In addition to the printed proposal, provide one electronic copy of the complete proposal including all attachments in in a searchable Microsoft Office® format, preferably in Word® or Portable Document Format (PDF®) on flash drive or compact disc.
3. In addition to the electronic copy of the complete proposal, provide one electronic “blind” copy of your proposal response to (1) *Section 3 – Scope of Services Confirmation* and (2) *Section 6 – Service Plan* only, with all vendor identifying information removed and/or redacted. Vendor identifying information includes but may not be limited to your firm’s name, logo, slogan, color scheme, as well as the names/identities of any of your staff. This requirement is necessary to help ensure the anonymity of the proposers from the evaluation team that will review the aforementioned sections of your proposal. The “blind” copy of Sections 3 and 6 should be provided in a searchable Microsoft Office® format, preferably in Word®. **It is very important that your “blind” copy submission only include *Section 3 – Scope of Services Confirmation* and *Section 6 – Service Plan***, **and that it not contain any vendor-identifying information.**

6. The Board understands that the proposer may consider some of the information provided in the proposal to be confidential and/or proprietary. If any portion of the proposal is considered confidential or proprietary, the vendor shall also include an additional electronic copy in PDF of the complete proposal, including all appendices and exhibits, with all trade secrets or confidential commercial or financial information redacted. If the proposal does not contain any information to be redacted, please state such in your Introduction/Signed Proposal Cover Letter. **Failure to submit a redacted copy of your proposal or include a statement that no information will be redacted may cause your proposal to be considered incomplete and it may be rejected from consideration.**

1. If any portion of the proposal is considered confidential or proprietary, the Board requests that each page of the printed proposal that the proposer considers confidential be conspicuously marked by being printed on a different color paper than non-confidential pages and be marked in the upper right hand corner of each page with the word “CONFIDENTIAL.” Confidential information may be identified by alternate font color and/or type on electronic copies of the proposal. Failure to clearly identify trade secrets or confidential commercial or financial information may result in that information being immediately released subject to a public records request. Failure to secure a protective order through the chancery courts in the State of Mississippi may result in all information, even if previously identified as “confidential”, being released in response to a public records request.
2. In accordance with *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations Item 1-301*, “Any party seeking a protective order on a procurement contract awarded by state agencies shall give notice to and provide the reasons for the protective order to the party requesting the information in accordance with the Mississippi Rules of Civil Procedure. The notice and reasons for the protective order must also be posted on the Mississippi Procurement Portal for a minimum of seven (7) days before filing the petition seeking the protective order in a chancery court. Any party seeking a protective order in violation of this subsection may be barred by a state agency from submitting bids, proposals or qualifications for state procurements for a period not to exceed five (5) years.” Any records requested through a public records request shall be released no later than twenty-one (21) days from the date the third parties are given notice by the public body unless the third parties have followed the notification requirements and also filed in chancery court a petition seeking a protective order on or before the expiration of the twenty-one day time period.
3. Please respond to ***Section 3 – Scope of Services*** by restating each service listed and confirm your intention to provide the service as described by stating, “*Confirmed*”. If your firm can provide the service, but not exactly as described, state, “*Confirmed, but with exceptions*”, and state the specific exceptions. If your firm intends to provide a listed service through a subcontractor, state, “*Confirmed, service will be provided through subcontractor*”, and name the subcontractor. If your firm is currently unable to provide a listed service, respond by stating, “*Unable to provide this service*”. Any additional details regarding these services should be provided in your responses to the questionnaire, or as additional information included as an appendix to your proposal.
4. In preparing your written response to any RFP question or request for information, you are required to repeat each question, including the number, or requirement followed by your response. Please provide complete answers and explain all issues in a concise, direct manner. If you cannot provide a direct response for some reason (e.g., your firm does not collect or furnish certain information), please indicate the reason rather than providing general information that fails to answer the question. “Will discuss” and “will consider” are not appropriate answers.
5. All information requested is considered important. If you have additional information you would like to provide, include it as Tab 12 to your proposal. It is the proposer’s sole responsibility to submit information relative to the evaluation of its proposal and the Board is under no obligation to solicit such information if it is not included with the proposal. The Board will use the information contained in your proposal in determining whether you will be selected for contract negotiations. The Board will consider the proposal an integral part of the contract and will expect you to honor all representations made in your proposal.
6. If the Board determines that the proposer has altered any language in the original RFP, the Board may, at its sole discretion, disqualify the proposer from further consideration. The RFP issued by the Board is the official version and will supersede any conflicting RFP language subsequently submitted in proposals.
7. All documentation submitted in response to this RFP and any subsequent requests for information pertaining to this RFP shall become the property of the Board and will not be returned to the proposer.
8. Failure to provide all requested information and in the required format may result in disqualification of the proposal. The Board has no obligation to locate or acknowledge any information in the proposal that is not presented under the appropriate outline according to these instructions and in the proper location.

## Important Dates

|  |  |
| --- | --- |
| **April 17, 2018** | RFP Released |
| **May 10, 2018 by 2:00 pm CDT** | Intent to Propose/Questions due at DFA-Office of Insurance |
| **May 15, 2018** | Board Responses to Questions to be posted |
| **June 1, 2018 by 2:00 pm CDT** | Proposals Due at DFA-Office of Insurance |
| **June 22, 2018** | Finalists Selected |
| **Week of July 10, 2018** | Presentations by Finalists\* |
| **July 25, 2018** | Board selects best proposal, issues intent to award notice |
| **July 27, 2018** | Contract awarded |
| **October 1, 2018** | Service Effective Date |
|  | |

\*The Board anticipates proposers selected as finalists will presentations in Jackson, Mississippi. The Board will not incur any expense for such presentation. **Due to the constraints of the RFP timeline and the relative importance of presentations in the evaluation process, interested vendors are encouraged to be prepared to accommodate this schedule.**

## Intent to Propose

All potential proposers are requested to submit their Intent to Propose no later than 2:00 PM CDT on May 10, 2018. Notice may be submitted via email to [InsuranceRFP@dfa.ms.gov](mailto:InsuranceRFP@dfa.ms.gov). The Intent to Propose should indicate your firm’s primary contact, direct telephone number, and e-mail address. The submission of an Intent to Propose does not obligate your firm to submit a proposal. Likewise, potential proposers are encouraged, but not required, to submit an Intent to Propose.

## Questions and Acknowledgment of Responses

Questions from potential proposers must be submitted in writing via email to [InsuranceRFP@dfa.ms.gov](mailto:InsuranceRFP@dfa.ms.gov) and must be received no later than 2:00 PM CDT, May 10, 2018, to ensure a response by the Board by the May 15, 2018 deadline. Responses to questions will be made available on DFA’s website under the heading “Bid and RFP Notices” at <http://www.dfa.ms.gov/bid-rfp-notices/> as an amendment to the RFP on May 15, 2018. Questions received after May 10, 2018, may be considered for response at the Board’s discretion, although there is no guarantee as to if or when the Board will respond. It is the proposer’s sole responsibility to regularly monitor the website for amendments and/or announcements concerning this RFP.

## Statutory Requirements

In accordance with Section 25-15-9(1)(a) of the Mississippi Code Annotated, each entity that submits a proposal in response to this RFP must provide a signed disclosure statement detailing any services or assistance it provided during the previous fiscal year to the Board and/or DFA in the development of the Plan. The statement must include a detailed description of the vendor’s participation in the development of the Plan, as well as any resulting compensation received from the Board and/or DFA during the previous fiscal year. If you did not provide such assistance to the Board and/or DFA, you must indicate in your signed disclosure statement that this provision does not apply to you. A list of persons, agents, and corporations who have contracted with or assisted the Board in preparing and developing the Mississippi State and School Employees’ Health Insurance Plan and a copy of the statutory requirement are contained in ***Section 8 – Statutory Requirement***.

## Statement of Compliance Requirement

Please carefully review the information located in***Section 9 – Statement******of Compliance*** and include a copy **signed by an officer, principal, or owner** of your firm with your completed proposal. Failure to submit a signed Statement of Compliance may result in your proposal being eliminated from further consideration. If you object to any of the terms and conditions included in the draft Actuarial Consulting Services Contract (see Appendix A), or any requirements listed in this RFP, please note and explain your objections on the Statement of Compliance.Clauses in *italic* blue type in the draft Actuarial Consulting Services Contract (see Appendix A) are mandatory and are not negotiable.

## Corrections and Clarifications

The Board reserves the right to request clarifications or corrections to proposals. Any proposal received which does not meet any of the requirements of this RFP, including clarification or correction requests, may be considered non-responsive and eliminated from further consideration.

## Right of Negotiation

Discussions and negotiations regarding price and other matters may be conducted with a proposer who submits a proposal determined to have reasonable likelihood of being selected for award, but a proposal may be accepted without such discussions. The Board reserves the right to further clarify and/or negotiate with the proposer evaluated best following completion of the evaluation of proposals but prior to contract execution, if deemed necessary by the Board. The Board also reserves the right to move to the next best proposer if negotiations do not lead to an executed contract with the best proposer. The Board reserves the right to further clarify and/or negotiate with the proposer on any matter submitted.

## Acknowledgment of RFP Amendments

Should an amendment to the RFP be issued, it will be posted on DFA’s website under the heading “Bid and RFP Notices” at <http://www.dfa.ms.gov/bid-rfp-notices/>. Proposers must acknowledge receipt of any amendment to the RFP by signing and returning the amendment form with the proposal, by identifying the amendment number and date in the space provided for this purpose on the amendment form, or by letter. The acknowledgment must be received by DFA by the time and at the place specified for receipt of proposals. Please monitor the website for amendments to the RFP. Board responses to questions will be treated as amendments to the RFP and will require acknowledgment.

## Modification or Withdrawal of a Proposal

A proposer may withdraw a submitted proposal by submitting a written notification for its withdrawal to the Board, signed by the proposer, and e-mailed, or mailed to the Board at the address provided in ***Section 1.3 Instructions to Proposers*** prior to the time and date set for proposal opening. The Board shall not accept any amendments, revisions, or alterations to proposals after the due date unless requested by the Board. Late proposals shall not be considered for award and the proposer shall be so notified as soon as practicable.

## Cost of Proposal Preparation

All costs incurred by the proposer in preparing and delivering its proposal, making presentations, and any subsequent time and travel to meet with the Board regarding its proposal shall be borne at the proposer’s expense.

## Proposal Evaluation

All proposals received in response to this RFP by the stated deadline will receive a comprehensive, fair, and impartial evaluation. An evaluation committee will evaluate the proposals using a three-phase process, consisting of Compliance, Analysis, and Finalist phases. For proposals determined to be compliant and responsive to the RFP, consensus scoring will be used in the evaluation process using a 100-point scale. For proposals ultimately determined to be finalists, points may be added or deducted based on presentations and site visits, if applicable. Consensus scoring involves a solidarity or general agreement of opinion among evaluators, based on information and data contained in the RFP responses. The evaluation of any proposal may be suspended and/or terminated at the Board’s discretion at any point during the evaluation process at which the Board determines that said proposal and/or proposer fails to meet any of the mandatory requirements as stated in this RFP, the proposal is determined to contain fatal deficiencies to the extent that the likelihood of selection for contract negotiations is minimal, or the Board receives reliable information that would make contracting with the proposer impractical or otherwise not in the best interests of the Board and/or the State of Mississippi.

The evaluation process, including evaluation factors and weights, is described below:

**Compliance Phase** - In this phase of the evaluation process, all proposals received will be reviewed by the procurement manager and/or designee to determine if the following mandatory requirements of this RFP have been satisfied:

1. Proposal submission deadline met
2. Required format followed:
   * + - 1. Signed original complete printed proposal
         2. Electronic copy of complete proposal, including attachments in Microsoft Office® format on flash drive or compact disc
         3. An electronic redacted copy of complete proposal, including attachments (as applicable)
         4. An electronic “blind” copy of your *Section 3 – Scope of Services Confirmation* and *Section 6 – Service Plan*.
3. Duration of proposal requirement met
4. Minimum Vendor Requirements met
5. Scope of Services Confirmation
6. Narrative Questionnaire (Section 4) answered
7. References (Section 5) provided
8. Service Plan (Section 6) answered
9. Fee Schedule (Section 7) provided
10. Signed Statutory Requirement disclosure statement (Section 8)
11. Signed Statement of Compliance with high degree of acceptance (Section 9)
12. Signed Acknowledgement of RFP Amendment(s), including the amendment with the Questions and Answers, if any posted
13. Required proposal attachments provided, if any

**Weight – This phase of the evaluation is considered pass/fail.**

Failure to comply with these requirements may result in the proposal being eliminated from further consideration. Those proposers passing the Compliance Phase will be evaluated further. The Board reserves the right to waive minor informalities in a proposal in this phase of the evaluation.

**Analysis Phase** - In this phase of the evaluation process, the evaluation committee will utilize consensus scoring to determine numerical scores for each qualified proposal received, relative to the technical, cost and management merits of each proposal. The procurement manager and/or designee will not participate in the numerical scoring of the Analysis Phase, with the exception of the Cost, as this will be conducted by evaluators who will not have access to the identity of the proposers. Evaluation factors are listed in order of their relative importance and weight:

1. Technical (Weight/Value - 35%) – The quality and completeness of the proposer’s solutions and action plans for providing the services identified, demonstrating understanding, responsiveness, effectiveness, efficiency, and value to the Board in proposed approach.
2. Cost (Weight/Value - 35%) – The competitiveness of the proposed fees.
3. Management (Weight/Value - 30%) – The personnel, equipment, and facilities to provide timely access to comprehensive actuarial consulting services for a plan of comparable size; the ability to technically implement and maintain the structure and resources for providing all services listed in this RFP, demonstrating where applicable the ability to perform the service reflected by technical training, education and general experience of staff and a documented record of past performance of providing actuarial consulting services.

Upon completion of the Analysis Phase, the evaluation committee will review and compare the numerical scores from among the remaining vendors in order to determine finalists. The top scoring vendor, as well as all other vendors with scores within ten points of the top scoring vendor, will be named as finalists and will be further evaluated.

**Finalist Phase** – In this phase of the evaluation process, the evaluation committee will seek to determine from among the finalists whose proposal is the most advantageous to the Board. Points may be awarded or deducted as part of the finalist evaluation process based on the finalist presentation. This phase consists of the following components:

1. Record of Past Performance of Similar Work (Experience and Qualifications) – From among the finalists, client references will be contacted to verify demonstration of an acceptable level of past performance for programs of a similar size and complexity as the Board. The Board reserves the right to consider historical information regarding the proposer, whether gained from the proposer’s proposal, conferences with the proposer, references, or any other source during the evaluation process. This may include, but is not limited to, information from any state or federal regulatory entity. **Weight/Value – This component of the evaluation is considered pass/fail.**
2. Finalist Presentations – Individual finalist presentations will be held in Jackson, Mississippi, to allow the evaluation committee the opportunity to conduct technical interviews of the finalists, and to confirm/clarify information provided in the submitted proposals or otherwise gathered during the evaluation process. **Weight/Value – A maximum of 5 points may be added to or subtracted from the finalist’s numerical score derived from the Analysis Phase.**
3. Best and Final Offer – At the Board’s discretion, all finalists may be given the opportunity to provide a “best and final offer” relative to their financial proposal. The Board will notify finalists if a “best and final offer” may be submitted, and will establish a date and time for submission. Although a finalist is under no obligation to submit such an offer, and such “best and final” offer should include any applicable revised financial exhibits and must be sign by an appropriate representative of your firm. If a finalist chooses to not to make a “best and final offer”, the financial proposal included in your firm’s response to the Request for Proposal will be considered as the “best and final offer”. NOTE: Unsolicited “best and final offers”, including but not limited to such offers submitted by non-finalists, will not be accepted. **Weight/Value – The numerical scores for the “Cost” factor from the Analysis Phase will be adjusted for any “best and final offer” received from a finalist.**
4. Upon completion of the evaluation of proposals, the evaluation committee will determine the top scoring proposal and provide a recommendation to the Board. The Board will make a determination as to the proposal deemed most advantageous to the Board and will authorize the issuance of an intent to award the contract to the selected vendor. Subsequent to such authorization by the Board, all proposing vendors will be notified in writing of the contract award and will be afforded the opportunity to participate in a post-award debriefing.

## Post-Award Vendor Debriefing

Subsequent to the contract award, any proposing vendor may request a post-award debriefing, in writing, by U. S. mail or electronic submission. The request must be made within three (3) business days of notification of the contract award. A debriefing is a meeting and not a hearing. Therefore, legal representation is not required. Should the vendor prefer to have legal representation present, the vendor must notify the DFA and identify the attorney. The DFA shall be allowed to schedule and/or suspend and reschedule the debriefing at a time when a representative from the Office of the Mississippi Attorney General’s office can be present. For additional information regarding the process and procedure for the Post-Award Vendor Debriefing, please refer to the Mississippi Public Procurement Review Board Office of Personal Service Contract Review’s website at <http://www.dfa.ms.gov/dfa-offices/personal-service-contract-review/pscrb-rules>

## Right to Consider Historical Information

The Board reserves the right to consider historical information regarding the proposer, whether gained from the proposer’s proposal, conferences with the proposer, references, or any other source during the evaluation process. This may include, but is not limited to, information from any state or federal regulatory entity.

## Right to Reject, Cancel and/or Issue Another RFP

The Board specifically reserves the right to reject any or all proposals received in response to the RFP, cancel the RFP in its entirety, or issue another RFP.

# Section 2. MINIMUM VENDOR REQUIREMENTS

The following minimum vendor requirements are mandatory. Failure to meet any of these requirements will result in disqualification of the proposal submitted by your firm. Please respond by restating each requirement, including the number, listed below with documentation that proves specifically how your firm meets that requirement. Note that for purposes of fulfilling the minimum vendor requirements, except as otherwise indicated, “Consulting Actuary” refers to the primary contracting actuary only. Please include in your responses the total number of years and types of experience of your firm. If, in the opinion of the evaluation committee, you fail to prove that your firm meets any of these minimum requirements, the proposal will be disqualified from further evaluation. If this happens, you will be notified of the decision and will have an opportunity to provide additional information to prove your firm does meet the minimum requirements. It is incumbent upon the disqualified vendor to respond timely and completely to any such notice as unreasonable delays and/or non-responsive submissions may result in the disqualification being upheld without further review.

**Please respond by restating each minimum vendor requirement and document how your firm meets these minimum criteria.**

1. The proposing vendor must have at least five (5) years of experience as a vendor in providing the type and scope of actuarial consulting services to be procured through this competitive process. The determination of the length of time an entity has provided these services will be based upon the initial date your firm established a contractual relationship to provide such actuarial consulting services. The proposing vendor must provide sufficient detail to demonstrate it has significant experience in working with programs similar in size and complexity to the Plan by providing a client reference(s). For each client, please specify:
   1. Client name, include the name, title, address, e-mail address, and phone number of a person whom we may contact to confirm as needed,
   2. The type of work your firm provided to the client,
   3. The number of covered lives in the client’s group,
   4. Contract effective dates for the time period(s) your firm provided services to the client.
2. The Consulting Actuary who will act as the State’s primary contact shall be at a senior actuary level and shall have at least ten (10) years of experience of actuarial consulting responsibilities, similar to those being requested by this RFP, in health and life insurance, of which four (4) years of experience in the last ten (10) years must have been in providing actuarial consulting services to at least one self-insured health insurance plan with at least 100,000 covered lives, direct experience in funding analysis and premium rate setting for both health and life insurance, and direct experience in working with life insurance programs with at least 50,000 covered lives. The determination of the length of time an entity has provided these services will be based upon the initial date your firm established a contractual relationship to provide such actuarial consulting services. The proposing vendor must provide sufficient detail to demonstrate it has significant experience in working with programs similar in size and complexity to the Plan by providing a client reference(s). For each client, please specify:
3. Client name, include the name, title, address, e-mail address, and phone number of a person whom we may contact to confirm as needed,
4. The type of work your firm provided to the client,
5. The number of covered lives in the client’s group,
6. Contract effective dates for the time period(s) your firm provided services to the client.
7. The Consulting Actuary who will act as the State’s primary contact must be at a minimum, a Fellow of the Society of Actuaries, and a Member of the American Academy of Actuaries. Copies of applicable certificates should be included in proposal.
8. All services performed on behalf of the Board must be provided within the United States. Please confirm.
9. The Consulting Actuary must comply as applicable with Mississippi Code Annotated §79-4-15.01 regarding authorization to transact business in Mississippi.

# Section 3. SCOPE OF SERVICES

This section contains information on services and procedures that the Consulting Actuary must provide, or adhere to, in servicing the Board’s account, either directly or through identified subcontractors. The descriptions are not all-inclusive, but are provided to alert you to services or procedures that may require additional planning or programming on your part. The following is a list of services the Board expects the successful proposer to provide.

Please respond by restating each service listed below, including the number, and confirm your intention to provide the service as described, respond by stating, “*Confirmed*”. If your firm can provide the service, but not exactly as described, respond by stating, “*Confirmed, but with exceptions*”, and state the specific exceptions. If your firm is currently unable to provide a listed service, respond by stating, “*Unable to provide this service*”. Any additional details regarding these services should be provided in your responses to the questionnaire, or as additional information included as an appendix to your proposal.

The Consulting Actuary is expected to provide the following services:

1. Provide actuarial analyses of the Plan. Actuarial analyses are required on a fiscal year and calendar year basis. The actuarial analyses must address items including, but not limited to, estimated claims liability including incurred but not reported claims, current and projected funding status, loss ratios by premium class, and recommended premium structure for health and life insurance programs. The Board may identify other items for inclusion in the actuarial analyses, as it deems necessary; and
2. Attend monthly Board meetings and, as requested by the Board, attend other/special meetings; and
3. As requested by the Board, provide technical assistance, as applicable, in the preparation of procurements issued by the Board seeking vendors to provide services to the Plan; and
4. As requested by the Board, review various reports submitted by vendors and make suggestions on the format and content of the reports, with the overall purpose of making the reports useful and meaningful to the Board; and
5. As requested by the Board, analyze the cost/savings associated with proposed benefit changes, and after implementation of benefit changes, determine the cost/savings associated with the benefit change; and
6. As requested by the Board, testify before the State Legislature, Legislative Budget Committee, Performance Evaluation and Expenditure Review Committee, Insurance Advisory Council, and testify or provide assistance in connection with any legal proceedings in which the Board or the State of Mississippi is a party in relation to the services provided by the Consulting Actuary; and
7. As requested by the Board, assist with the development and evaluation of Return on Investment (ROI)/performance standards relating to vendors’ performance of services to the Plan and the Board and assist in the evaluation of the performance of vendors; and
8. At the Board’s request, work with vendors contracted with the Board to enable the provision of necessary services; and
9. Maintain full and accurate records with respect to all services provided to the Board. Additionally, at the request of the Board, provide the Board copies of all spreadsheets, assumptions, and calculations of any project authorized and funded by the Board in a format acceptable to the Board; and
10. As requested by the Board, provide other such services for which the Consulting Actuary has the technical capability to render.
11. Maintain, throughout the term of the contract, at its own expense, professional liability insurance. Such policy of insurance shall provide a minimum coverage in the amount of One Million Dollars ($1,000,000) per occurrence and Three Million Dollars ($3,000,000) annual aggregate through an insurance company licensed by the Mississippi Department of Insurance. The Consulting Actuary shall annually provide the Board a current Certificate of Insurance. The initial proof (certificate of coverage) reflecting the required insurance type and amounts shall be submitted to the Board within thirty (30) days of the date the contract is executed.
12. It is mutually understood and agreed that the resulting contract is not exclusive and that the Board is free to contract with other professionals to perform similar and like services as those contained in this request for proposal.

# Section 4. NARRATIVE QUESTIONNAIRE

1. Provide the name, title, mailing address, e-mail address, and telephone number of the contact person for this proposal.
2. State the full name of your firm, and provide the address, and telephone number of your principal place of business.
3. List the office that will service the Board. If it is located at a different address than the home office, provide the complete address, phone number, and facsimile number for this office.
4. Describe your organizational structure. Indicate whether your firm operates as a corporation, partnership, individual, etc. If it is incorporated, include the state in which it is incorporated, and list the names and occupations of those individuals serving on your firm’s Board of Directors.
5. List the name and principal occupation or business of any person or entity owning 10% or more of your firm.
6. Describe any ownership or name changes your firm has been through in the past three years. Are any ownership or name changes planned?
7. Describe any changes in the organizational structure that have occurred within your firm over the past twenty-four months or are anticipated during the next twenty-four months including, but not limited to, addition or elimination of product or business lines, mergers, acquisitions, etc.
8. How long has your firm been providing health and life insurance actuarial consulting services? Please indicate the month and year in which your firm was established.
9. What was the average number of employees of your firm during calendar year 2017? Please list the net change in the number of employees in your firm from December 2016 to December 2017, with explanation if change is significant.
10. State if the proposed account executive, any officers or principals and/or their immediate families are, or have been within the preceding twelve months, employees of the State of Mississippi.
11. Provide a brief description of any outside vendors or subcontractors that will be involved in providing key services detailed within your proposal. Please include the term of your current contract with each vendor or subcontractor. Describe the nature of the relationship with the subcontractor, including any ownership interest.
12. Has your firm ever been involved in a lawsuit involving any area covered by this RFP? If yes, provide details including dates and outcomes.
13. During the past five (5) years, has your firm, related entities, principals or officers ever been a party in any material criminal litigation, whether directly related to this RFP or not? If so, provide details including dates and outcomes.
14. Has your firm been cited or threatened with citation within the last three years by federal or state regulators for violations of any federal, state, or local law or federal, state or local regulation? If the answer is yes, please describe the circumstances in detail.
15. Has your firm had any HIPAA breaches or incidents determined to be reportable to the U.S. Department of Health and Human Services (DHHS) within the last five years? If the answer is yes, please describe the circumstances and the corrective action in detail.
16. Confirm that your firm is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any federal department or agency, or by any political subdivision or agency of the State of Mississippi.
17. The selected Consulting Actuary must cooperate with the Board and with all other contractors of the Board with respect to ongoing coordination and delivery of services and in any transition of responsibilities. Confirm you will comply with this requirement.
18. Identify the Consulting Actuary who will serve as the primary contact for the Board.Provide the name(s) of the all actuary(s) to perform the work for the Board and a brief statement as to why each actuary is qualified to provide services to the Board.
19. Provide a complete résumé for each actuary who will be assigned to render services to the Board, including detailed information on any special training or designations.
20. Please confirm the proposal is valid for at least 180 days subsequent to the date of submission.

# Section 5. REFERENCES

1. List up to three clients for whom your firm has provided services similar to those requested in this RFP. For each client, the list must specify the type work performed by your firm, the number of covered lives in the client’s group, and the time retained as a client. One of the three must be the longest standing client and one must be the client with the largest employee population. For each client, the list must specify:

#### Client name, include the name, title, address, e-mail address, and phone number of a person whom we may contact to confirm as needed,

#### The type of work your firm provided to the client,

#### The number of covered lives in the client’s group,

#### Contract effective dates for the time period(s) your firm provided services to the client.

1. List up to three governmental clients for whom your firm has provided services similar to those requested in this RFP. For each client, the list must specify the type work performed by your firm, the number of covered lives in the client’s group, and the time retained as a client. One of the three must be the longest standing client and one must be the client with the largest employee population. For each client, the list must specify:

#### Client name, include the name, title, address, e-mail address, and phone number of a person whom we may contact to confirm as needed,

#### The type of work your firm provided to the client,

#### The number of covered lives in the client’s group,

#### Contract effective dates for the time period(s) your firm provided services to the client.

1. List all clients that have discontinued use of your services since January 1, 2016, and your understanding for their discontinued use of your services. For each client, the list must specify:

#### Client name, include the name, title, address, e-mail address, and phone number of a person whom we may contact to confirm as needed,

#### The type of work your firm provided to the client,

#### The number of covered lives in the client’s group,

#### Contract effective dates for the time period(s) your firm provided services to the client.

# Section 6. SERVICE PLAN

## 6.1 General Account Management

1. The Board must have prompt and direct access throughout the contract period to the Consulting Actuary. Address in detail how your firm will provide access to the Consulting Actuary to the Board.

## 6.2 Actuarial Consulting Services

1. Provide current “sanitized” examples of actuarial consulting reports prepared by your firm. These examples should not include any vendor or client identifiers. Include examples of reports prepared on self-insured plans with at least 100,000 covered lives.
2. Describe in detail the type work performed by the primary contact for a self-insured health plans with at least 100,000 covered lives, including dates of service.
3. Describe in detail the type of work your firm has performed relative to flex-funded life insurance programs.
4. Detail your firm’s ability to monitor regulatory and legislative developments at both the state and federal level and how will this be communicated to the Board.
5. Describe your firm’s ability to provide periodic updates regarding Internal Revenue Service rules that may effect the Plan.
6. Describe in detail your firm’s experience in comparing multiple benefit plans to determine whether the plans have the same overall actuarial value.
7. Briefly describe your firm’s experience in and knowledge of the Mississippi healthcare market.
8. Explain in detail your ability to provide the experience and expertise in preparing the actuarial analyses and funding recommendations required by the Board.
9. Briefly describe your philosophy relating to your firm’s relationship with Boards, staff, etc.
10. Describe your firm’s system controls, security protocols, and any other resources used to ensure the confidentiality and integrity of the Plan’s data and information. Describe your firm’s information and data systems generally.
11. Are you currently working or have you previously worked with Truven Health Analytics or a similar decision support system vendor? If you have experience with Truven Health Analytics, provide a description of the work performed. If you have not worked with Truven Health Analytics, but have worked with other decision support system vendors, provide name of system and description of work performed.

# Section 7. FEE SCHEDULE

The Board’s requirements regarding compensation are as follows:

1. The fees listed in Section 7 – Fee Schedule, shall constitute the entire compensation due to the Consulting Actuary for services and all of the Consulting Actuary’s obligations hereunder regardless of the difficulty, materials, or equipment required. The fees include, but are not limited to, all applicable taxes, fees, general office expense, travel, overhead, profit, and all other direct and indirect costs, incurred or to be incurred, by the Consulting Actuary. No additional compensation will be provided by the Board for any expense, cost, or fee not specifically authorized by the contract, or by written authorization from the Board.
2. The Board shall not provide any prepayments or initial deposits in advance of services being rendered. Only those services agreed to by contract shall be considered for reimbursement or compensation by the Board. Payment for any and all services provided by the Consulting Actuary to the Board and/or the Plan shall be made only after said services have been duly performed and properly invoiced.
3. The Consulting Actuary shall submit all invoices in a form acceptable to the Board with all of the necessary supporting documentation prior to the payment of allowable costs. Such invoices will, at a minimum, include the appropriate descriptions of the services being billed or other bases for charges included in Section 7 – Fee Schedule. Details will be determined during contract negotiations.
4. The payment of an invoice by the Board shall not prejudice the Board’s right to object or question any invoice or matter in relation thereto. Such payment by the Board shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any costs invoiced therein. Consulting Actuary’s invoice or payment shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by the Board, on the basis of audits, not to constitute allowable costs. Any payment shall be reduced for overpayment, or increased for underpayment on subsequent invoices. For any amounts which are or shall become due and payable to the Board and/or the Plan by the Consulting Actuary, the Board reserves the right to (1) deduct from amounts which are or shall become due and payable to the Board under contract between the parties; or (2) request and receive payment directly from the Consulting Actuary within fifteen (15) days of such request, at the Board’s sole discretion.
5. The Board reserves the right to deduct from amounts which are or shall become due and payable to the Consulting Actuary under the contract between the parties any amounts which are or shall become due and payable to the Board by the Consulting Actuary. Notwithstanding anything to the contrary herein, any reduction of payments to shall be made only with the prior agreement of both parties. In addition, in the event of termination of the contract for any reason, the Consulting Actuary shall be paid for services rendered and allowable expenses incurred up to the effective date of termination.

**FEE SCHEDULE FOR**

**ACTUARIAL CONSULTING SERVICES**

**Our firm’s hourly rates to provide actuarial consulting services to the State of Mississippi State and School Employees Health Insurance Management Board are listed below:**

**Hourly Rates By Position:** (All fees or charges related to any service to be provided must be identified.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1**  (10/1/18 – 9/30/19) | **Year 2**  (10/1/19 – 9/30/20) | **Year 3**  (10/1/20 – 9/30/21) | **Year 4**  (10/1/21 – 9/30/22) | **Year 5\***  (10/1/22 – 9/30/23) |
| Senior Actuary |  |  |  |  |  |
| Associate Actuary |  |  |  |  |  |
| Administrative/Clerical |  |  |  |  |  |
| Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |

**\*** *Optional Renewal Year*

By submission of this proposal, we hereby certify that the fees submitted in response to the RFP have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other proposer or competitor relating to those fees, the intention to submit a proposal, or the methods or factors used to calculate the fees proposed. By submission of this proposal, we hereby certify that we have not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

# Section 8. STATUTORY REQUIREMENT

In accordance with Section 25-15-9(1)(a) of the Mississippi Code, each entity that submits a proposal in response to this RFP **must provide a disclosure statement detailing any services or assistance it provided during the previous fiscal year to the Board and/or DFA in the development of the Plan including any resulting compensation for these services. If you did not provide such assistance to the Board and/or DFA, indicate in your statement that this provision does not apply to you.**

Section 25-15-9(1)(a), Mississippi Code Ann., states in part:

*“…The board may employ or contract for such consulting or actuarial services as may be necessary to formulate the plan, and to assist the board in the preparation of specifications and in the process of advertising for the bids for the plan. Those contracts shall be solicited and entered into in accordance with Section 25-15-5. The board shall keep a record of all persons, agents and corporations who contract with or assist the board in preparing and developing the plan. The board in a timely manner shall provide copies of this record to the members of the advisory council created in this section and those legislators, or their designees, who may attend meetings of the advisory council. The board shall provide copies of this record in the solicitation of bids for the administration or servicing of the self-insured program. Each person, agent or corporation that, during the previous fiscal year, has assisted in the development of the plan or employed or compensated any person who assisted in the development of the plan, and that bids on the administration or servicing of the plan, shall submit to the board a statement accompanying the bid explaining in detail its participation with the development of the plan. This statement shall include the amount of compensation paid by the bidder to any such employee during the previous fiscal year. The board shall make all such information available to the members of the advisory council and those legislators, or their designees, who may attend meetings of the advisory council before any action is taken by the board on the bids submitted. The failure of any bidder to fully and accurately comply with this paragraph shall result in the rejection of any bid submitted by that bidder or the cancellation of any contract executed when the failure is discovered after the acceptance of that bid….”*

**Failure to provide this disclosure statement may result in your proposal being eliminated from further consideration**.

The following is a list of persons, agents, and corporations who have contracted with or assisted the Board in preparing and developing the State of Mississippi State and School Employees’ Health Insurance Plan within the past fiscal year:

**Vendors:**

ActiveHealth Management, Inc.

Blue Cross & Blue Shield of Mississippi

Cavanaugh Macdonald Consulting, LLC

Claim Technologies Incorporated

Prime Therapeutics LLC

The Segal Company Southeast, Inc. d/b/a Segal Consulting

Wm. Lynn Townsend, FSA, MAAA

Truven Health Analytics, LLC

**State and School Employees’ Health Insurance Management Board Members**:  
Laura D. Jackson (Chairman) – Executive Director, Department of Finance and Administration

Christopher J. Burkhalter (Vice-Chairman) – Consulting Actuary, Burkhalter Consulting Actuaries

Dr. Glen Boyce – Commissioner, Institutions of Higher Learning

Mike Chaney – Commissioner, Mississippi Insurance Department

Mark Formby – Chairman, Workers’ Compensation Commission

Larry Fortenberry – President, Executive Planning Group

Kelly Hardwick – Executive Director, State Personnel Board

Dr. Andrea Mayfield – Executive Director, Mississippi Community College Board

Pat Robertson – Executive Director, Public Employees’ Retirement System

Dr. Carey Wright – State Superintendent of Education

The Honorable Videt Carmichael – Chairman, Senate Insurance Committee

The Honorable Gary Chism – Chairman, House Insurance Committee

The Honorable Eugene Clarke – Chairman, Senate Appropriations Committee

The Honorable John Read – Chairman, House Appropriations Committee

**Department of Finance and Administration, Office of Insurance Staff:**

Richard D. Self – State Insurance Administrator

Cindy Bradshaw – Deputy Director

Chris Shaman – Director, Benefits and Participant Services

Rick Fava – Director, Pharmacy Benefits Management

Latasha Holmes – Director, Accounting and Analysis

Julia Bryan – Director, Special Programs

Terri Ashley – Director, Compliance and Audit

# Section 9. STATEMENT OF COMPLIANCE

This section contains a copy of the Statement of Compliance and Draft Contract for Actuarial Consulting Services. You must submit a signed Statement of Compliance with your proposal. If you object to any of the contract conditions or any requirements listed in this RFP, please note and explain your objection on the Statement of Compliance.

Statement of Compliance

We agree to adhere to all conditions and requirements as set forth in the Mississippi State and School Employees Health Insurance Management Board’s Request for Proposal for Actuarial Consulting Services, dated April 17, 2018, including the conditions contained in the draft contract included as *Appendix A – Draft Actuarial Consulting Services Contract*, except as listed below:

An original signature is required below.

Name Date

Title Firm

Please have the appropriate officer sign this statement and include it as a part of your proposal.

1. ***Draft Actuarial Consulting Services Contract***
2. ***2018 Plan Document***
3. ***Calendar Year 2017 Actuarial Report***