

**REQUEST FOR PROPOSALS # 2020-051
Student Health and Accident Broker Services
RESPONSE ADDENDUM # 1
March 2, 2020**

CLARIFICATION

Clarification to Section 1.3.1 Timeline of Key Events as follows:

Reference Section	Event Name	Event Due Date
Section 1.2.2	Deadline for Proposal Submission	March 13, 2020, 11:59 PM EST

QUESTIONS

Q1: Do you anticipate extending the bid due date?

A1: The University will extend the deadline for proposals until March 13, 2020.

Q2: What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

A2: Section 2.0 Evaluation and Award Process in the RFP contains the University's evaluation and selection process.

Q3: Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?

A3: No, it was not. The RFP was posted according policy and procedures University Administrative Practice Letter (APL_ (<https://www.maine.edu/apls/wp-content/uploads/sites/42/2019/11/VII-A.2-Purchasing-Procedures.pdf>))

Q4: Other than your own website, where was this bid posted?

A4: The University also placed an ad in the Bangor Daily News that was run on February 25, 2020, per APL.

Q5: The request for proposal requires that the respondent have coverage for Marine General Liability at \$1,000,000 per occurrence. This exposure does not exist for student

health and accident brokerage services. Please confirm that maintaining this insurance coverage is a condition of the contract.

A5: Marine General Liability insurance is not required in the contract for brokerage services.

Q6: Broker services fees and the fee for the student online waiver and enrollment system are routinely included in the annual student health insurance rate. The University System does not bear the cost of these services. Please confirm that broker services fees and online waiver and enrollment system fees will continue to be included in the student annual premium rate.

A6: Please refer to Exhibit 1 Pricing Schedule within the RFP document.

Q7: The request for proposal contains a conflict as to the length of the contract to be awarded. Please confirm the term of the contract.

A7: The contract will have an initial term of three years with the option for two, one-year renewals.

Q8: Please confirm that the Solutions Requirement Matrix is the same as the scoring weights. If not please clarify the Solutions Requirement Matrix.

A8: Section 2.1.2.5 Solutions Requirements Matrix was included in error. There is no response requirement for submission. Please disregard.

Q9: Regarding RFP page 45, #5, c – Describe the skill set required for the staff person responsible for configuration and implementation before and after “go live”, does this refer to the university staff person or the vendor staff person?

A9: Please disregard this question.

Q10: Please confirm if you are looking for waiver management services (currently provided by AHP), which is not mentioned under scope of services

A10: The University does currently utilizes a waiver management service, we believe we will require this service going forward.

Q11: Is insurance optional for the students or is it required with a hard-waiver? On page 7, 1a, it says optional

A11: The University currently requires a soft waiver.

Q12: Is it possible to extend the submission deadline?

A12: The University will extend the deadline for proposals until March 13, 2020.

Q13: Does Appendix D need to be fully executed or just information for highlighted section #23?

A13: The contract signature page is not required at the time of submission. Appendix D needs to be reviewed along with Appendix E with confirmation of term acceptance. If there are terms or conditions that cannot be agreed to, suggestions for replacement language are required. If all terms and conditions are agreed to, please indicate.

Q14: Can you advise if all campuses currently have a Student Accident Insurance policy? If not, can you advise the number of campuses that do?

A14: No, there is currently no independent Student Accident Insurance Policy but accident coverage is included as part of the Athletic policy.

The University needs more time to assemble data for the following questions, this will be released in a separate addendum within 1-2 business days.

- Please provide the current and historical enrollment (2 years) of students enrolled in the student health insurance plan per each of the 6 system campuses.
- Please provide the number of students eligible for SHIP, broken down by undergraduates, graduates, graduate assistants and international

- Please provide the number of students enrolled in SHIP, broken down by undergraduates, graduates, graduate assistants and international
- Will the University of Maine System be able to share premium information for the Student Athletic and Student Accident policies? Our organization usually receives a commission percentage of the total premium for compensation as opposed to adding on a separate fee. (Section 1.1.4 Insurance Coverage Requirements)