

Addendum #1
East Tennessee State University
Broker Services for Medical Resident Insurance(s)
RFQ-S 6888

TO: All Proposers
FROM: Katherine Little Zink
RE: Request for Qualified Suppliers #6888
Broker Services for Medical Resident Insurances(s)
DATE: May 31, 2024

This Addendum #1, dated May 31, 2024, is issued as supplemental information and is hereby made part of the final RFQ-S documents. Proposers shall acknowledge receipt of this addendum in their proposal response. The attachments provided are and shall remain a part of the Request for Qualified Suppliers.

Institution's response to RFQ-S #6888 Broker Services for Medical Resident Insurance(s) questions:

1. Will you require us to provide our chosen insurance carrier's rates for each category as part of this RFQ? If so, what is the correct way to submit those?

Yes, as seen for example in C.5.

2. Regarding B.15 *Proposers must clearly state fees, commissions, and any other costs. Proposers must list each cost separately in line-item format. If a cost is contingent on something, Proposer must state the contingency and explain.*

Are you looking for (a) our commission schedule for each category here, or (b) simply an acknowledgement that we will be transparent regarding all commissions and fees when marketing coverages for you? If (a), can you provide a preferred format and instructions for submitting those?

B is acceptable.

3. Regarding 1.2 *Only one proposal presented per type of policy/plan requested will be considered.*

If this is a broker RFQ, what is the purpose of requesting a single proposal and questions that are insurance carrier specific, such as C3-C16 (i.e. provider network, plan design, claims handling speed, etc.) Typically, a broker would recommend best fit carrier based on these parameters and the most major remaining factor, price, when marketing coverage for accounts. Instead of asking respondents to showcase a single company's capabilities,

would ETSU entertain accepting a narrative summary of how each proposer markets accounts with all carriers they work with?

As seen in C.3-C.16 we are asking for a broker to provide a best fit carrier and their associated services. You are welcome to provide a narrative in addition to the other requested information.

4. Please provide month by month claims for 5/1/22 – 4/31/24 for medical and dental, month by month enrollment for 5/1/22 – 4/31/24 for medical and dental, large claim report for 5/1/22 – 4/31/23 for medical and large claim report for 5/1/23 – 4/31/24 for medical

ETSU's committee believes sufficient information for this category was provided to those in attachments A-K if an intent to propose was returned.

5. Does ETSU intend to change to a January 1st renewal date on all policies, or will the initial plan year be prorated to renew July 1st to maintain the current anniversary date of the policies?

We do not intend to continue with a January 1 renewal date. It was necessary due to the timing of the RFQ-S process, but we plan to move up the next RFQ-S process by 6 months (contract will be for 4 ½ years) so that we can return to a June/July annual renewal schedule.

6. Please confirm Attachment 6.11- Vendor Product Accessibility Statement and Documentation and Attachment 6.12 - Accessibility Conformance and Remediation Form are **only** to be completed by the Contractor selected. During the previous bid, Addendum 1 indicated these attachments were only needed from the selected winning party at the conclusion of the RFP process.

Attachment 6.11 is an informative attachment per the RFP. Attachment 6.11 and Attachment 6.12 are only needed as responses from the selected winning party at the conclusion of this RFQ-S process. We do not need a response for these at this time.

7. Attachment 6.2 B – Pro-Forma Contract “CONTRACT RATES”. This attachment indicates that the final contract rates are to be added upon contract award. However, the form also indicates the attachment should contain, at minimum, the base cost items requested in the RFQ-S when the RFQ-S is issued.
 - Please confirm if Attachment 6.2 B is to be completed and submitted with our response to the RFQ-S?

Attachment 6.2 B is to be completed and submitted by the selected winning party at the conclusion of this RFQ-S. We do not need a response for this at this time.

8. The Proposal Form and Delivery section 3.1.2 advises: *Each Proposer must submit one (1) original (with original signature) and six (6) *electronic copies of the Technical Proposal to the Institution in a sealed package that is clearly marked: "Technical Proposal in Response to RFQ-S 6888 - Do Not Open"*. However, the Technical Proposal Label provided with the RFQ-S does not indicate include *"Do Not Open"*. Please advise the bid label provided in the RFP will suffice for this requirement or if we need a separate label stating, "Do Not Open."

The bid label provided will suffice, however, electing to include the addition of "Do Not Open" will not negatively impact the submitted bid.

End of Addendum #1.