

**Cleveland Metropolitan School District**  
**Request for Proposals**  
**Group Medical Plan Services**

June 28, 2021

**About This Material**

This material represents a complete set of specifications that your organization will need to prepare a proposal to administer a Group Medical Plan for the Cleveland Metropolitan School District (CMSD), effective January 1, 2022.

Included in this package is additional information as follows:

- Census file in Excel format
- Overview & SBCs of the medical benefits for current plans
- Medical claims utilization data for repricing and disruption analysis
- Data dictionaries for claims files

All responses should be prepared according to this RFP. The selected administrators will be held responsible for all items contained in the specifications.

Please address all correspondence regarding this request to:

Stephen P. Ligus  
Vice President, Employee Benefits  
Hylant  
6000 Freedom Square Suite #400  
Independence, Ohio 44131  
Phone: (216) 674-2425  
Fax: (216) 447-4088  
Email: [Stephen.Ligus@Hylant.com](mailto:Stephen.Ligus@Hylant.com)

## I. Background

CMSD provides group medical benefits for over 5,300 covered employees.

CMSD employees are given option of three plans: two self-insured PPO options administered by Aetna and Medical Mutual of Ohio and a self-insured EPO administered by Health Design Plus. The prescription benefit plans under the self-insured PPO plans & EPO plan are administered by CVS/Caremark and are outside of this RFP request.

The scope of this RFP includes administration of the two self-insured PPO medical and the self-insured EPO plans.

Medical and prescription drug coverage is currently offered to all full-time active employees and part-time employees working at least 19 hours per week. There is no retiree coverage provided.

Please note that the plan operates on a calendar year basis for purposes of open enrollment, deductibles and annual limits. The plans will be transitioning to calendar year for contracting as well effective January 1, 2022.

## II. RFP Overview & Scope

This RFP outlines the plan design and financial/administrative requirements for the proposed plans. The following information is provided to assist you in preparing a response to this RFP.

1. The proposed effective date of the new contract will be January 1, 2022. The plan year will operate on a calendar year basis.
2. Administration of run out claims should be assumed to be handled by the current provider(s).
3. Annual benefits reenrollment occurs in November of each year.
4. **No commissions, bonuses, overrides or contingent payments of any type will be payable.** Your rates and fees must take this into consideration, and your proposal should so indicate that it is net of any and all such payments.
5. CMSD will not be responsible for any expenses incurred in the preparation of any proposal or presentation.
6. All information presented in this RFP, including information subsequently disclosed by CMSD during the proposal process, should be considered confidential.

7. Contract situs state will be Ohio.
8. All information in this RFP will automatically become part of any future contractual obligation.
9. This RFP is for group medical plan services only. It does not include any other benefit claim administrative services.
10. **Given the collective bargaining agreements, it is imperative that the benefit plans be exactly duplicated in your proposal with no variations. Any variations must be called out and highlighted explicitly.**
11. You may choose to bid on any single plan or combination of plan options. Your pricing proposal must call out any specific caveats regarding the anticipated group size.
12. All three plans are considered non-grandfathered.

### **III. Selection Process**

The process of selecting organizations to administer the medical benefits requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made. CMSD will gather this information through a combination of written information and interviews with vendors/administrators selected as finalists. CMSD reserves the right to:

- Accept or reject any of the proposals submitted,
- Modify or amend any proposal prior to acceptance, or
- Proceed to affect any agreement it may deem in CMSD's best interest

To familiarize each vendor with the complete selection process, a detailed explanation of the steps and timing involved in this project is presented below.

#### **Vendor Selection Schedule**

##### **Step One: Development of Specifications**

These specifications have been developed to specifically address the needs and objectives of CMSD. Certain issues are given particular emphasis because they represent special areas of concern or interest.

## **Step Two: RFP Review, Intent to Bid and Requests for Clarification or Additional Data**

Please provide intent to bid to Stephen Ligus no later than 5:00 PM EDT July 2, 2021.

All vendor requests for additional data or clarification should be submitted no later than 5:00PM EDT July 6, 2021. A summary response of all submitted questions will be provided to all confirmed bidders.

## **Step Three: Delivery of Proposals**

**Three (3) hard copies and one (1) electronic copy of your proposal must be received by 1:00 PM EDT July 27, 2021 at the following address:**

Stephen P. Ligus  
Vice President, Employee Benefits  
Hylant  
6000 Freedom Square Suite #400  
Cleveland, Ohio 44131  
Phone: (216) 674-2425  
Fax: (216) 447-4088

Proposals should be prepared so that personal meetings to deliver them will not be required. A meeting may be required once CMSD is familiar with your proposal.

**There will be no formal opening of competitive bids received.**

## **Step Four: Evaluation of Proposals**

Review of the proposals will be conducted July 27 – August 6. During this period, all proposals will be analyzed, and the vendors/administrators will be evaluated. During this period of evaluation, each vendor will be required to respond in a comprehensive and expedient fashion to inquiries relating to their proposals.

Please make certain that the appropriate personnel from your organization will be available for questions during this period.

## **Step Five: Vendor Interviews**

CMSD may interview and/or conduct site visits of selected finalists. Please ensure your team is available for such meetings the weeks of August 16<sup>th</sup> and August 23<sup>rd</sup>.

## **Step Six: Final Selection of Administrator(s)**

CMSD expects to select vendor/administrator by approximately August 31, 2021 for an effective date of January 1, 2022.

### **IV. Selection Criteria**

To assist your organization in developing a comprehensive proposal to meet the needs of CMSD, important selection criteria are summarized below. We consider these elements to be essential:

- Financial Proposal
- Competitiveness
- Multi-year rate and fee guarantees
- Network Suitability
- Comprehensiveness
- Accuracy and promptness of claims payment
- Administrative Capabilities and Quality
- Customer service
- Data and Management Reporting
- Ability to capture accurately all relevant data
- Ability to provide service with minimal administration/system interfaces
- Cost Management Capabilities and Quality
- Positive Client References
- Member website tools

CMSD may select a single administrator or select multiple administrators to best meet organizational needs.

### **V. Questionnaire**

#### **Overview**

Please provide a written response to each of the questions in the included Medical RFP Questionnaire attachment. Please be as succinct as possible while still providing the necessary detail to reduce the need to refer to other parts of your proposal. You should avoid making references to other pre-printed material. Your response should answer each question directly and thoroughly. Please provide your response in the Excel document provided, and include an electronic copy of the full Excel file as an attachment in your response.

Your responses should reflect both your current and expected organization and administrative capabilities. Anticipated changes that will be effective as of January 1, 2022, should be noted.