

RFP 444-09 Healthcare Plan Design Consultant

Addendum 001 Issued 8-31-2009

This addendum is drafted as supplemental information and answers the questions that have been submitted by prospective partners. We appreciate everyone's efforts on our behalf. Please remember that proposals are due on 9/16/09 at 5:00 pm MT. The information that follows is in no particular order of relevance, topic or importance.

CMC endeavors to provide its employees with a comprehensive and innovative benefits package that features a strong wellness component. Our workforce is our greatest asset and we are seeking to partner with an experienced, objective firm in designing the best possible program for the college. We are not unhappy with our current vendor, and have the option to implement a new plan beginning July 1, 2010, or to wait a year and roll it out on July 1, 2011. One of the factors in that decision will be what happens in the public healthcare arena. Depending on how that goes, CMC may choose to push the timing of our scope of work back to accommodate a 2011 start. We are counting on our partner to help evaluate that option as well as others. In this case it would be our intent to select a service provider now, even though much of the work may not need to occur right away.

CMC's current benefits program is fully insured through a pooled trust arrangement. Its employees are provided coverage through Colorado Educational Benefits Trust. The college has access to all claims information. The incumbent medical and dental insurer is United Healthcare. Vision is written through VSP. Employees can select between three different plan options, and the college contribution varies based upon the selected plan. We will consider other benefits/services, such as Flexible Spending Accounts, Life/AD&D, STD, LTD, etc. All FTE are covered. It is difficult for us to determine how many meetings will be needed throughout this process, so in addition to your best estimate you are encouraged to submit an hourly rate(s) for work performed over (under) the estimate.

Upon review of qualified proposals the college may either determine to award the contract immediately, or invite a short-list of candidates in for a brief presentation. Those would likely take place at our Edwards campus. The contract will be awarded by the CMC selection committee for this project. That committee will probably be Chaired by a non-voting representative of the Purchasing Office, and include three to five voting members, including our Chief Human Resources Officer. Meetings are open to other attendees, and often we invite other interested people to join discussions and offer their expertise. Upon award, the Chief Human Resources Officer will Chair a larger team of approximately 14 people that will work shoulder-to-shoulder with the successful proposer to make sure we reach the best conclusion. It is a strong possibility that you would be asked to help present the team's conclusions to other senior college leadership, and address questions they may have. You may also be needed for 3-5 EOB meetings with employees.

This is an open proposal process so we don't know how many responses we'll receive. This RFP is for consulting work. We are not accepting responses from brokers for the first part of this process, but will involve the brokerage community in the company selection portion. Your primary contact during this solicitation phase will be Steve Boyd at 970.947.8402, or at sboyd@coloradomtn.edu.

You are welcome to send marketing materials that support your proposal prior to the bid closing. Hardcopies may be sent to Steve Boyd, 831 Grand Avenue, Glenwood Springs, CO 81601. We will only review materials received prior to the due date, and you must still upload your official proposal on Bidnet to be considered. There is no limit to how much information you can upload into the Bidnet System, though you may need to break large files down. I will try to get more specific information prior to the due date.

Again, this RFP is attempting to find a partner for the college that can objectively help us with this project. Sometimes due to changing and unforeseen circumstances projects like this take on a life of their own. It is possible that we would need to revise, expand or reduce the scope of work as we progress. Therefore we need to connect with a firm having the flexibility to accommodate this. Hourly rates may be the easiest way to anticipate this, though we are very open to your suggestions.

On a final note our selection committee may choose to provide an Excel or other Proposal Sheet for this RFP that you can download, populate, and upload to Bidnet as part of your submittal. In that event, the document will be available on our website, www.coloradomtn.edu/purchasing, no later than 6:00 pm MT on Friday, September 11. Please make a note to check our website after that date to confirm if this is available and whether it's required.

We are hopeful this information is helpful to you in preparing your proposal. In the event you need further clarification please email or call Steve Boyd. Further information will, as always, be posted on our website for everyone's access.