

NESHAMINY SCHOOL DISTRICT  
REQUEST FOR PROPOSAL (RFP) 19-15  
FOR  
HEALTH INSURANCE AND WELFARE BENEFITS CONSULTING  
SERVICES

Neshaminy School District  
2250 Langhorne-Yardley Road  
Langhorne, PA 19047

REQUEST FOR PROPOSAL  
For  
Health and Welfare Insurance/Consultant  
For  
Neshaminy School District

Introduction

The Neshaminy School District is soliciting proposals to evaluate alternatives to the current health and welfare plans to ensure that the School District has the most appropriate benefit consulting company for strategically managing its employee healthcare system. The district wants to ensure that it is responding to today's increasingly complex and challenging marketplace.

This Request for Proposal does not indicate or suggest that the District is dissatisfied with the services, plans and/or products currently provided to us through our current plan. The District wants to be prudent and exercise due diligence. In addition, the District wants to ensure that its employees are continually offered the best benefit services and products available in an environment where there are increasing budgetary constraints and an increasingly complex and challenging marketplace.

With this RFP the district is not requesting specific rates for any of our benefit programs offered. We are seeking a proposal that meets the following criteria:

1. Conduct strategic planning meetings to establish goals, priorities and identify areas of concern as well as identify and address ways in which the district can control health care costs and improve quality and outcomes.
2. Provide expert benefits administrative consulting services as well as comprehensive compliance guidance including financial underwriting and claims analysis, including renewal analysis and negotiations with carriers, budget projections, funding levels and alternatives, large claims analysis and reporting of the various plans' financial performance.
3. Assist the district in designing quality benefit plans as well as consultative services for more effective and innovative plan management. Review of plan design industry trends and/or labor market conditions, claims cost trends, alternative delivery systems and legal requirements.
4. Prepare requests for proposals for insurance services and analyze and make appropriate recommendations.
5. Manage carrier/vendor relationships, review and advise on master contracts, review carrier service levels and compare performance guarantees, resolve administrative issues, conduct periodic meetings as necessary or requested.
6. Assist in COBRA, HIPPA, ACA, Summary Plan Descriptions and other plan documents and any other related mandates affecting the health insurance and welfare benefits programs.
7. Provide guidance and assistance on designing innovative methods for employee cost sharing of our benefit offerings.

8. Evaluate in-house administration procedures including recommendations for improving services and efficiency through the use of technology.
9. Provide expert consultative service on benefit communications, wellness and productivity and engaging employees to take an active role in their health and wellness.

**Submitting your Proposal:**

There is no expressed or implied obligation for the District to reimburse responding companies for any expenses incurred in preparing or presenting information in response to this RFP.

Submitted information should meet the aforementioned criteria as well as answer the questions posed in this RFP. To be considered, your proposal must be submitted to Joseph Rischow, Jrischow@Neshaminy.org by email attachment or mail by Friday, January 5, 2018 at 10:00 AM. Neshaminy School District will review and summarize proposals and will notify finalists by late January, 2018. After that if selected as a finalist you will be invited to present highlights of your response and participate in a Q&A session during a meeting of the Neshaminy School Board of Directors or a committee of the board in Langhorne, Pennsylvania. Please note that Neshaminy School District is under no obligation to bid these health related consultant services, but does so in an effort to obtain quality, competitive services that can address the changing needs of the District in a changing healthcare landscape. The District reserves the right to reject any or all proposals submitted, or to accept a high priced proposal if it is felt that the higher priced proposal provides better services or products for the employees. During the RFP evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarification from those responding, or to allow corrections and/or omissions. At the discretion of the District, firms submitting requested information may be requested to make oral presentations as part of the evaluation process.

**About the Neshaminy School District:**

The Neshaminy School District covers 27.6 square miles in Bucks County, PA serving approximately 70,000 residents. Neshaminy has 10 schools educating approximately 9,000 K-12 students from the boroughs of Hulmeville, Langhorne, Langhorne Manor, Penndel, and the townships of Lower Southampton and Middletown. Neshaminy employs approximately 600 Certified Staff; 48 Administrators and Supervisors and 475 Support Staff members.

**About Neshaminy School District's Employee Benefits**

The District has two organized associations that represent our employees. Employees who work thirty hours or more per week (6 hours per day) are eligible for our full benefits package. Retirees who are not Medicare eligible are eligible to continue medical, RX, and dental through the District some at a reduced cost (based on agreement in place at time of retirement) others at the full cost of our developed premiums plus a 2% administration fee. The district and the employee share the cost of medical, RX, dental and vision based on contract. The district provides benefits to approximately 800 employees and their eligible dependents. The estimated district premiums of these programs amount to the following: (Note this includes employee cost sharing).

Healthcare: \$11,978,401  
RX: \$ 4,157,729

### **Healthcare/Prescription Drug**

The District is currently participating in a Labor Management Consortium (Bucks and Montgomery County Schools Healthcare Consortium) through which we are self-funded. Through the consortium we offer three healthcare plans which are now part of our contracts. Aetna is the third party administrator for Healthcare and CVS/Caremark is the third party administrator for prescription. The following plans are offered (based on agreements):

### **Neshaminy Federation of Teachers:** (all require 17% contribution unless noted)

Base plan: Open Choice 2 with \$20 Primary/\$40 Specialist/70% out of network cost sharing

Buy Up: Open Choice 1 with \$10/\$20/70% - (difference in cost between Open Choice 2 and Open Choice 1)

Option 3: POS \$15 Primary/\$25 Specialist/50% out of network (Pay difference in cost between Base and POS 15 (currently just at Family level))

RX: \$10 Generic/\$25 Formulary Brand/\$30 Non-Formulary Brand

### **Administration, Middle Management and Confidential Secretaries:** (all require 17% contribution unless noted)

Medical, (same as Neshaminy Federation of Teachers)

RX: \$5 Generic/\$30 Brand

### **Support Staff (bargaining unit):** (Contribution depending on plan)

Open Choice 1 and 2: Benefits as listed above – 17% Cost Sharing

POS 15: POS \$15 Primary/\$25 Specialist/50% out of network – 12% Cost Sharing

RX: \$5 Generic/\$30 Formulary Brand/\$50 Non-Formulary Brand – 16% Cost Sharing

### **RFP Questions**

RFPs should address the questions below and how they will provide service to our district in the following areas:

### **Financial and Strategic Planning Services:**

1. Describe how you provide service to our district in renewal analysis?
2. Please describe how you prepare, package and deliver period plan financial reports to our district?
3. Please describe how you will prepare, package and deliver annual Financial Reports (End of the Year Accounting)?
4. How will you work with us in our provider marketing and negotiations? This is all encompassing and should include third party administration, stop loss carriers. Please provide insight into your ability to proactively position the district in an overall effective

and efficient employee benefit plan during these times of great change and very limited resources

**Compliance & Legislative Guidance:**

1. How you will provide legislative & compliance support to our district?
2. Please describe market benchmarking studies that you will provide to our organization?

**Customer Service & Support:**

1. In what ways will you provide day to day administrative assistance to our district?
2. How will you provide service for COBRA compliance and notifications?
3. Please provide information regarding your assistance with the ACA compliance information.
4. Please describe any employee education programs that are part of your services.
5. Please describe communication materials, online portals or other information sources that may be available to our administrative team and employees through our partnership with your organization.
6. Please describe how you will provide periodic benefit administration assessment to our organization.

**Organizational Information:**

1. Please describe the size of your organization and the make-up of the team that provide service to our district.
2. Please provide a list of the professional team, with credentials that you will assemble to consult with the district. The analytical and technical responsibilities of this contract are very important to us. Please provide very detailed credentials of the individual responsible for these services
3. Please describe the technological tools that you will use to provide service to our district.
4. Please provide at a minimum three references from current customers preferably those in the public sector.
5. Please share how you are compensated for your services. Describe in detail and show a schedule of any and all fees and/or commissions associated with your services.

Thank you for your time and consideration. We look forward to reviewing your proposal.