

**Entity Name:** South Dakota State Government  
**Event Number:** 8307  
**Event ID:** 22RFP8307  
**Event Name:** State of South Dakota Flexible Benefits Plans  
**Requested By:** Heather King  
**Created By:** Heather King  
**Due By Date:** 02/16/2023 05:00 PM Central Time  
**Q&A Cutoff Date:** 12/29/2022 2:30 PM Central Time  
**Invitation Type:** Invitation Only  
**Assigned Commodities:** 918-69 Insurance Consulting; 946-10 Accounting and Billing Services (Including Payroll Services, 3rd Party Reimbursement for Medicare, Medicaid, Private Insurance, etc); 953-48 Health/Hospitalization (Including Dental and Visual Insurance); 953-52 Insurance and Insurance Services (Not otherwise classified); 953-63 Life Insurance; 953-80 Retirement Benefit Plan Insurance  
**Allow Supplier Terms and Conditions:** No  
**Public Responses:** No  
**Display Awardee:** Display  
**Posting Board Status:** Expired  
**Event Status:** No Award

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**Section #: Name:**

**1 Section 1 - RFP Event**

**PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The South Dakota State Employee Benefits Program offers voluntary Flexible Benefit Plans. Flexible benefits include vision, short-term disability income protection, voluntary accident (major injury protection), supplemental life and accidental death and dismemberment ("AD&D"), and hospital indemnity. Basic Life and AD&D is offered on an employer-paid basis. This RFP is being issued for flexible benefits and employer-paid basic life insurance and AD&D plans as part of a standard process for ensuring the plans provide members appropriate coverage at competitive rates with efficient and responsive customer service. In addition, the State of South Dakota is seeking proposals for long term disability, voluntary critical illness and identity theft restoration services. Offerors are encouraged to submit alternative plans for consideration based on current industry trends or offeror-specific capabilities

**LETTER OF INTENT**

Any interested offerors must submit a Letter of Intent and a completed Offeror Privacy and Security Agreement by email prior to receiving Flexible Benefit Plan census data as described in Section 3.0 Scope of Work. Attachment A is an Offeror Privacy and Security Agreement. The offeror needs to complete the Offeror Privacy and Security Agreement. The Letter of Intent and completed Offeror Privacy and Security Agreement must be submitted via email to judy.stulken@state.sd.us no later than January 6, 2023. Please place the following in the subject line of your email: "CarrierName - Letter of Intent for RFP #22RFP8307. The original hard copy of the completed Offeror Privacy and Security Agreement must be sent to: Judy Stulken, Director of Employee Benefits State of South Dakota Bureau of Human Resources, 500 East Capitol Avenue, Pierre, SD 57501-5070. The Letter of Intent must indicate the plan(s) for which the offeror will submit a proposal: Vision, Short-Term Disability, Long Term Disability, Basic Life/AD&D, Supplemental Life/AD&D, Accident (Major Injury Protection), Hospital Indemnity, voluntary critical illness and identity theft restoration services. Upon receipt of the Letter of Intent and completed Offeror Privacy and Security Agreement, the State will send the census information applicable to each plan which the offeror will submit a proposal, to the offeror by secure email electronically.

**SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)**

RFP Publication 12/29/22

Letter of Intent and Completed Offeror Privacy and Security Agreement Due 1/6/23

Deadline for Submission of Written Inquiries 1/13/23

Responses to Offeror Questions 1/25/23 02/02/23

RFP Proposals Due 2/1/23 02/16/23

Oral Presentations/discussions (if required) 2/13/23 02/28/23

Anticipated Award Decision/Contract Negotiation 2/28/23 03/15/23

**SUBMITTING YOUR PROPOSAL**

All proposals must be completed and received by the Bureau of Human Resources office by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration. The offeror must provide one (1) copy of their entire proposal, including all attachments, in Microsoft Word, EXCEL or PDF electronic format by email and three (3) hard copies including all attachments. Signed Proposals along with any attachments must be submitted to the Bureau of Human Resources to email address: judy.stulken@state.sd.us by the date and time indicated in the Schedule of Activities. Hard copies of the proposal along with any attachments must be sent to the following address:

Request for Proposal #22RFP8307  
Judy Stulken, Director of Employee Benefits  
South Dakota Bureau of Human Resources 500 East Capitol Avenue  
Pierre, SD 57501-5070

All proposals must be signed, in ink, by an officer of the responder, legally authorized to bind the responder to the proposal. Proposals that are not properly signed may be rejected. The email subject line must include the appropriate RFP Number and Title. No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota. The Bureau of Human Resources may request an offeror's best and final offer.

#### OFFEROR INQUIRIES

Offerors may make email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Email inquiries must be sent to Director of Benefits, Judy Stulken at [Judy.Stulken@state.sd.us](mailto:Judy.Stulken@state.sd.us) with the subject line "RFP #22RFP8307". The Bureau of Human Resources prefers to respond to offeror's inquiries (if required) via email. In addition, all inquiries and the State's response will be posted on the state's e-procurement system. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

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#### Terms and Conditions

##### ESM Sourcing Terms

None

##### General Terms and Conditions

None

##### Event Specific Terms and Conditions

See Attached RFP Document.