

Entity Name: South Dakota State Government

Event Number: 8372

Event ID: 23RFPsDBOR01172023

Event Name: International Student Health Insurance Services

Requested By: Andy Mobley

Created By: Andy Mobley

Due By Date: 02/17/2023 05:00 PM Central Time

Q&A Cutoff Date: 01/17/2023 5:00 PM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 918-69 Insurance Consulting; 953-52 Insurance and Insurance Services (Not otherwise classified); 953-48 Health/Hospitalization (Including Dental and Visual Insurance)

Allow Supplier Terms and Conditions: No

Public Responses: No

Display Awardee: Display

Posting Board Status: Expired

Event Status: Event Under Review

Section #: Name:

1 Section 1 - RFP Event

Do not submit response through ESM Sourcing as this section is for informational purposes only. Please download the solicitation document and follow submittal instructions to respond.

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals for fully insured international student health care coverage for institutions of higher education that are members of the South Dakota Board of Regents (SDBOR) System. The SDBOR includes six universities: Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines & Technology, South Dakota State University, and the University of South Dakota. For more information, visit <http://www.sdbor.edu>.

Per Board of Regents Policy 3:14 – Student Insurance, “Foreign National students, except for those entitled to establish a legal domicile in South Dakota, who have enrolled in any Board of Regents university, are required to purchase a university approved health insurance plan. Spouse and dependents are also required to have proof of insurance and must submit this to their university representative by the census date, as outlined in the academic calendar.”

The number of international students as well as the policy months covered over the last few academic years are included in the table below:

Plan/Segment participants	AY 2019-20	AY 2020-21	AY 2021-22	AY 2022-23 (est.)
Total participants/month*				
Aug 1 – Dec 31	1052	734	871	1105
Jan 1 – May 31	973	744	938	
Summer (Jun/Jul)**	907	742	921	
Basic				
Aug 1 – Dec 31	774	509	588	803
Jan 1 – May 31	724	511	645	
Summer	680	509	634	
Enhanced				
Aug 1 – Dec 31	278	225	283	302
Jan 1 – May 31	249	233	293	

Summer	227	233	287	
Dependents				
Aug 1 – Dec 31	6 Basic 5 Enhanced	7 Basic 5 Enhanced	6 Basic 6 Enhanced	5 Basic
Jan 1 – May 31	5 Basic 7 Enhanced	5 Basic 5 Enhanced	10 Basic 1 Enhanced	
Summer	5 Basic 7 Enhanced	6 Basic 5 Enhanced	8 Basic 2 Enhanced	

*Numbers vary slightly from month to month and are an average.

**Summer numbers may be slightly reduced for summer refunds.

Description	AY 2019-20	AY 2020-21	AY 2021-22	AY 2022-23 (est.)
Participant months (students)	11939	8874	10887	5525
Dependent months	139	132	135	25

References in this RFP to the “State of South Dakota”, “State”, and “SDBOR” shall have the same meaning and refer to the South Dakota Board of Regents and the State of South Dakota.

References in this RFP to “Vendor” or “Contractor” shall have the same meaning and refer to the person or firm submitting a proposal and to the person or firm to which an award is made.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

SDBOR is the issuing office for this document and all subsequent addenda relating to it. The reference number for the transaction is RFP #SDBOR01172023. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication January 17, 2023
 Deadline for Submission of Written Inquiries January 31, 2023
 Responses to Vendor Questions February 7, 2023
 Proposal Submission Received by end of business February 17, 2023
 Proposal Evaluations

Anticipated Award Decision/Contract Negotiations Completed by March 15, 2023

April 1, 2023

SUBMITTING YOUR PROPOSAL

An electronic copy of the proposal in Microsoft Word or .pdf format is required. Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capacities to satisfy the requirements of the RFP. Emphasis should concentrate on conformance to the RFP instructions, responsiveness to RFP requirements, and on completeness and clarity of content. All proposals and accompanying documents become the property of SDBOR.

Please submit to:
 katie.hubbart@sdbor.edu
 Subject Line: REQUEST FOR PROPOSAL #SDBOR01172023

Receipt of a proposal by any other SDBOR office than the one stipulated does not constitute receipt of a proposal by the South Dakota Board of Regents office for purposes of this RFP. Proposals received after the deadline will be late and ineligible for consideration. Fax and email responses will not be considered. To ensure confidentiality of the documents, all proposals must be packaged, sealed and show the following information on the outside of the package:

1. Respondent's name and address
2. Request for proposal title: SDBOR Education Abroad, Travel Insurance, Repatriation and Medical Evacuation RFP #SDBOR01242022

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.

1.4 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED

TRANSACTIONS

By signing and submitting this proposal, the vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds.

Where the vendor is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

1.5 NON-DISCRIMINATION STATEMENT

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the vendor certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

1.6 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the vendor prior to the established due date and time.

No oral, telephonic, telegraphic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.

1.7 VENDOR INQUIRIES

Vendors may make written or 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. All questions about this RFP must be submitted in writing and delivered electronically to Katie.Hubbart@sdbor.edu and a cc: to Janice.Minder@sdbor.edu on or before the required due date according to the schedule of activities in section 1.2. Questions should include the subject line "RFP #SDBOR01172023".

SDBOR prefers to respond to vendor's inquiries (if required) via e-mail. If a vendor does not indicate an email address, the State's response will be sent via fax. If no fax number is provided, the State will mail the response to the vendor. All vendors will be informed of any inquiries and the State's response.

Vendors 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. Vendors will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.8 PROPRIETARY INFORMATION

The proposal of the successful vendor(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Vendors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

1.9 LENGTH OF CONTRACT

Services and insurance coverage shall commence on August 1, 2023 through July 31, 2024. The South Dakota Board of Regents shall have the option to renew the contract for five additional one-year periods. Any changes to the terms for renewal periods shall be negotiated by April 1 of each year. Each year, the updated cost of coverage should be available to students by June 1, with students able to enroll in plans by June 15.

1.10 GOVERNING LAW

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.

1.11 DISCUSSIONS WITH VENDORS (ORAL PRESENTATION/NEGOTIATIONS)

An oral presentation by a vendor to clarify a proposal may be required at the sole discretion of SDBOR. However, SDBOR may award a contract based on the initial proposals received without discussion with the Vendor. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the vendor's expense.

This process is a Request for Proposal/Competitive Negotiation process. Each Proposal shall be evaluated, and each respondent shall be available for negotiation meetings at SDBOR's request. SDBOR reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

Please see the attached RFP document.