

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: March 29, 2013

RFP NUMBER: CSP901214
INDEX NUMBER: DAS062

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Benefits Administration Services (BAS) is requesting proposals for:

**EXEMPT EMPLOYEE BASIC GROUP LIFE AND ACCIDENTAL
DEATH AND DISMEMBERMENT INSURANCE AND GROUP
VOLUNTARY SUPPLEMENTAL LIFE INSURANCE**

Reasons for Addendum: *Changed page 18, to remove item 18.

PROPOSAL DUE DATE: April 10, 2013
OPENING LOCATION: Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

STATEMENT		Yes or No
Basic Group Life Insurance - continued		
5	The Offeror must agree that no evidence of insurability will be required for newly eligible employees.	
Voluntary Supplemental Life Insurance		
6	The Offeror will agree to accept employee, spouse and dependent current life insurance amount in force on June 30, 2013.	
7	No evidence of insurability for new hires enrolled within 90 days of hire.	
Basic and Voluntary Supplemental Life Insurance		
8	The Offeror will agree that no minimum enrollment levels are contained as a provision of this proposal.	
9	The Offeror will affirm that its rates do not include commissions or finder's fees.	
10	The Offeror will affirm that all future rate adjustments will be communicated to the State of Ohio at least one hundred twenty (120) days in advance of their effective dates.	
11	The Offeror will agree to provide a proposed implementation plan as an identified tab in the Offeror Work Plan Section of the Proposal.	
12	The Offeror must agree to provide an Administrative Manual.	
13	The Offeror must clearly state all service fees and premium rates are guaranteed for a minimum of three years from July 1, 2013 to June 30, 2016.	
14	The Offeror's proposal will include proposed performance standards and financial guarantees. The performance agreement will include standards for enrollment application turnaround, employee satisfaction, payment, timeliness, reporting timeliness, and customer service.	
15	The Offeror will provide its company's most recent A.M. Best rating or provide the latest audited annual financial statement.	
16	The Offer must affirm that it will be able to provide required coverage and services by July 1, 2013.	
17	The Offeror must affirm that it is prepared to implement the program at least 45 days prior to open enrollment which normally occurs in May for a July 1, 2013 effective date and will include extensive employee communications, on-site meetings and enrolment processing.	
18	Deleted item. No response required for this block.	
19	The Offeror must affirm it has on-line reporting capabilities.	
20	The Offeror must affirm it has an on-line evidence of insurability process.	

*Deleted item number 18.