

MDFA OI Request for Proposals for Health & Life Insurance Consulting Services
MDFA OI RFP RFX Number: 3120002460
Amendment Two
Issue Date: June 22, 2022

The Mississippi Department of Finance and Administration (MDFA) Office of Insurance (OI) through this Amendment Two, modifies the original MDFA OI RFP RFX 3120002460 issued on June 3, 2022.

1. The second bullet **on RFP page 7 (RFP Subsection 1.2)** is amended as follows:

- **Submission Format** – Each vendor must submit their written proposal in the style and format outlined herein.

The proposal shall consist of three (3) separate units: cost, technical, and management. Pursuant to Mississippi Code Annotated §§ 27-104-7 and 31-7-401 through 31-7-423, the State of Mississippi requires a blind evaluation of certain factors not requiring knowledge of the name of the vendor. All vendor-identifying information shall be removed and/or redacted. Identifying information includes, but is not limited to, any prior, current, and future names or addresses of the vendor, any names of incumbent staff, any prior, current and future logos, watermarks, and company colors, any information which identifies the vendor as an incumbent, and any other information, which would affect the blind evaluation of technical factors. The Technical Unit shall have no identifying information, while the Cost and Management Units will be allowed to have identifying information. Any proposals that do not adhere to these requirements within the “Blind” copy described below will be deemed non-responsive and may be rejected on that basis.

The three units of the proposal shall be comprised of the following ~~twelve~~eleven (~~12~~11) sections. It is the vendor’s responsibility to organize and separate the information into the units and sections accordingly. **Cost Unit is Section 76; Technical Unit consists of Section 65; and Management Unit consists of Sections 1-54, and 87-1211.**

The proposal should be labeled and submitted in the following order as applicable per file version:

Section 1 – Introduction/Signed Proposal Cover Letter

Section 2 – Minimum Vendor Requirements Confirmation

Section 3 – Scope of Services Confirmation

Section 4 – ~~Performance Standards~~

~~Section 5~~ – General Questionnaire

~~Section 65~~ – Technical Questionnaire

~~Section 76~~ – Fee Schedule

~~Section 87~~ – Signed Statutory Requirement Disclosure Statement

~~Section 98~~ – Signed Statement of Compliance and Exception(s) form

~~Section 109~~ – Signed Acknowledgement of RFP Amendments (if any)

~~Section 1110~~ – Résumés for Key Staff: Provide a complete résumé of key vendor staff who will be assigned to render services to the Board, including detailed information on any special training or designations and each person’s respective total number of years of experience related to the services being requested in this RFP.

~~Section 1211~~ – Any Additional Information Not Specifically Requested: If you have additional information you would like to provide, include it as Section ~~1211~~ of your proposal. It is the vendor’s sole responsibility to submit information relative to the evaluation of its proposal and the MDFA is under no obligation to solicit such information if it is not included with the proposal.

2. The **RFP Section 8 on page 34** is amended as follows:

“... Please carefully review the information located in **Section 98, Statement of Compliance**, and include a copy **signed by an officer, principal, or owner** of your company with your completed proposal. ...”

Please acknowledge receipt of MDFA OI RFP RFX 3120002460 Amendment Two by signing and returning this amendment, along with your proposal, **on or before 2:00 PM CST, July 7, 2022**. This acknowledgment should be enclosed in your proposal packet in accordance with the submission instructions located in the RFP. **Failure to submit this acknowledgment may result in rejection of the proposal.**

Company Name: _____

Printed Name of Representative: _____

Date: _____

Signature: _____