



State Employee Benefits Committee (SEBC) Proposal Review Committee (PRC) Composition

September 2, 2025



Life Insurance Benefit RFP

Status

- PRC received vendor proposals.
- PRC convened once on July 9, 2025, and conducted vendor interviews.
- July 30 and August 13, 2025, PRC meetings were cancelled, halting further PRC discussion, vendor follow-ups, PRC scoring, and PRC recommendation to SEBC.

PRC Composition

- The four appointed SEBC members may choose to serve themselves on this PRC in place of their designees, re-conducting vendor interviews at the availability of the vendors, evaluating vendor proposals, scoring, and assisting with the award recommendation.
- Designees of members serving by virtue of their position will remain on the PRC as permitted in the RFP and Title 29 of Delaware Code.
- Designee of SEBC Chair or SEBC Vice-Chair must attend subsequent PRC meetings in person.

Next Steps

- Due to language included in the RFP and Title 29 of Delaware Code, the designees of appointed members will be recused from serving on this PRC any further.
- PRC meetings for the Life Insurance Benefit RFP will resume in alignment with the PRC composition detailed above.
- SEBC recommendation will be pushed back to October 2025.
- Anticipated contract effective date will remain July 1, 2026.

Pharmacy Benefit Management (PBM) RFP

Status

- RFP was released on July 15, 2025.
- Mandatory Vendor Pre-Proposal meeting occurred on August 25, 2025.

PRC Composition

- All SEBC members are encouraged to serve on this PRC themselves, however, designations are permitted for Committee members serving by virtue of their position.
- Designations are not permitted for appointed members as stated in the RFP and Title 29 of Delaware Code.
- SEBC Chair, Vice-Chair, or their designee must attend all PRC meetings in person.

Next Steps

- SEBC members to email the SBO Director, Stephanie Hartos, with confirmation of their intention to serve on this PRC or to appoint a designee in alignment with the PRC composition detailed above by September 9, 2025.
- Vendor proposals are due by September 12, 2025, at 1:00pm.
- First PRC meeting is scheduled for October 22, 2025.
- SEBC recommendation to take place in January 2026.
- Anticipated contract effective dates of July 1, 2026, for commercial plan and January 1, 2027, for EGWP.

Vision Benefit RFP

Status

- RFP was released on August 8, 2025.
- Mandatory Vendor Pre-Proposal meeting occurred on August 26, 2025.

PRC Composition

- SEBC can consider a smaller PRC for this RFP, however, would still need to comply with the language included in the RFP regarding PRC composition.
- Regardless of the size of the PRC, the RFP states that designations are only permitted for Committee members serving by virtue of their position. Due to this, it is recommended to avoid a PRC composition comprised of less than a quorum of the SEBC for this PRC in which appointed members make designees as that directly conflicts with the language of the RFP.
- SEBC Chair, Vice-Chair, or their designee must attend all PRC meetings in person.

Next Steps

- SEBC members to email the SBO Director, Stephanie Hartos, with confirmation of their intention to serve on this PRC or to appoint a designee in alignment with the PRC composition detailed above by September 9, 2025.
- Vendor proposals are due by September 19, 2025, at 1:00pm.
- First PRC meeting scheduled for November 5, 2025.
- SEBC recommendation to take place in January 2026.
- Anticipated contract effective date of July 1, 2026.

Health Data Warehouse RFP

Status

- RFP to be released on August 27, 2025.

PRC Composition

- SEBC can consider a smaller PRC for this RFP, however, would still need to comply with the language included in the RFP regarding PRC composition.
- Regardless of the size of the PRC, the RFP states that designations are only permitted for Committee members serving by virtue of their position. Due to this, it is recommended to avoid a PRC composition comprised of less than a quorum of the SEBC for this PRC in which appointed members make designees as that directly conflicts with the language of the RFP.
- SEBC Chair, Vice-Chair, or their designee must attend all PRC meetings in person.

Next Steps

- SEBC members to email the SBO Director, Stephanie Hartos, with confirmation of their intention to serve on this PRC or to appoint a designee in alignment with the PRC composition detailed above by September 18, 2025.
- Mandatory Vendor Pre-Proposal meeting scheduled for September 18, 2025.
- Vendor proposals are due by October 10, 2025, at 1:00pm.
- First PRC meeting scheduled for December 10, 2025.
- SEBC recommendation to take place in February 2026.
- Anticipated contract effective date of July 1, 2026.

PRC Language Included in the RFPs

1. Proposal Review Committee

The Proposal Review Committee (“PRC”) may be comprised of individuals and agency representatives as follows, or a designee selected by the member serving by virtue of position:

- Lieutenant Governor’s Office
- State Insurance Commissioner’s Office
- Chief Justice of the Supreme Court
- State Treasurer’s Office
- Office of Management and Budget
- Department of Human Resources
- Department of Health and Social Services
- Two residents of the State who are eligible pensioners under § 9602
- Two members, from among the following persons:
 - President of the Delaware State Education Association
 - Executive Director of the American Federation of State, County and Municipal Employees
 - President of the Correctional Officers Association of Delaware
 - President of the Delaware State Trooper Association
- Controller General’s Office (*non-voting member*)

Thank You



Website: de.gov/statewidebenefits

Email: SEBC@delaware.gov