



2026 Request for Proposals (RFPs) Proposal Evaluation Processes

January 26, 2026



Background

- In 2026, there are four upcoming SEBC procurements:
 - Pharmacy Benefit Management (PBM) Services
 - Medical Third-Party Administration (TPA) Services
 - Group Dental Insurance
 - Consulting and Actuarial Services
- Over the past few months, feedback was received from multiple Committee members in support of restructuring RFP proposal evaluation processes and delegating proposal review and evaluation to subject matter experts (SME's) within the SBO and other State agencies as appropriate.
- Feedback was also received to maintain the current PRC processes for the PBM and Medical TPA procurements, considering the revised process for the upcoming Dental and Consulting procurements.
- For the SEBC's consideration, revisions to proposal evaluation processes can be found on the following slides.

PBM RFP – Proposed Evaluation Process (1)

For SEBC consideration:

- Transition from Proposal Review Committees (PRCs) comprised solely of SEBC members and/or their designees to Proposal Evaluation Teams consisting of Subject Matter Experts (SMEs), including SBO staff with expertise in the benefit/service, program administration, procurement, and contracting, to conduct proposal reviews, evaluation, scoring, and recommendation to the SEBC.
- A review of RFP procedures from other State agencies, boards, and commissions found that proposal evaluations are most often conducted by agency personnel with specialized subject matter expertise, while the board or commission votes on final approval when applicable.
- This process would align the SEBC with RFP evaluation practices across the State, provide administrative relief to Committee members, streamline and expedite procurements, reduce risk to the State, and save the GHIP approximately \$10,000 per procurement.*

**In recent discussions on RFP Scope, WTW quoted \$10,000 in savings should PRCs be removed from the procurement process due to reduction in work hours and a decrease in required work product.*

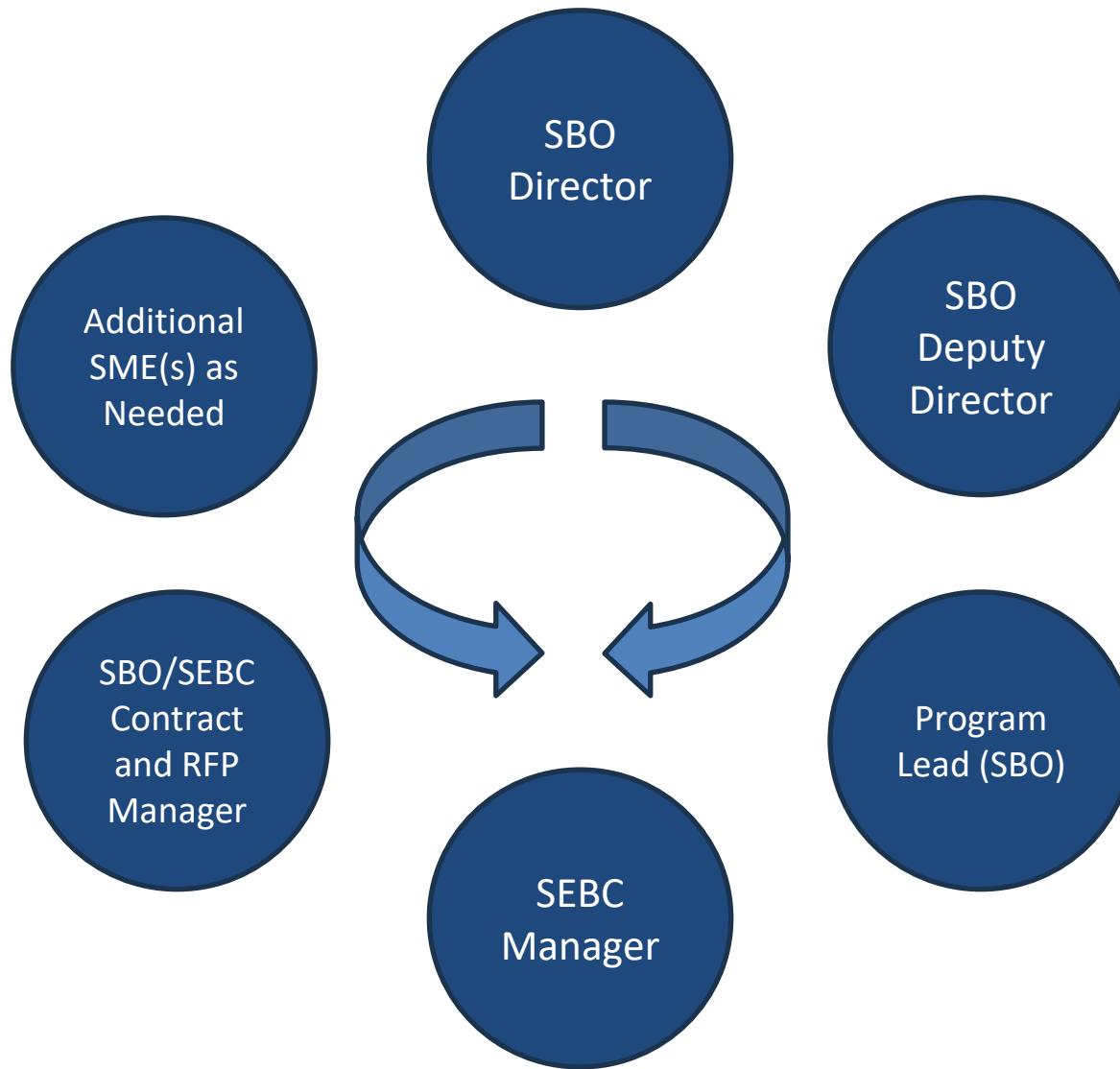
PBM RFP – Proposed Evaluation Process (2)

- SEBC develops full RFP, including Scope of Work, Minimum Bid Requirements, Questionnaire, Scoring Criteria, Criteria Weight, etc.
- SBO/SEBC consultants provide administrative support and subject matter expertise when indicated during this process.
- SEBC approves full RFP prior to posting.
- SBO/SEBC determine the need for additional SME's outside of the SBO (may vary by procurement).
- SBO/SMEs review all submitted proposals, evaluate against SEBC approved minimum requirements, conduct vendor interviews, and score as detailed in the RFP. SEBC will receive updates on the status of the bids/evaluations.
- Scoring developed by the SEBC is used by SBO to develop award recommendation for the SEBC's consideration.
- SEBC reviews award recommendation and makes final decision on award.

PBM RFP – Proposed Evaluation Process (3)

- With the SEBC now responsible for establishing minimum requirements and scoring criteria during RFP development and approval, SBO will utilize these requirements and criteria when evaluating proposals.
- This option reduces administrative demands on SEBC members, enabling them to dedicate more time to important strategic, cost, and policy concerns.
- Faster and more streamlined process due to reduced timeline of the review process, which will be beneficial for the State and SEBC to allow more time for contract negotiation and benefit implementation.
- Less risk as only authorized and trained SBO personnel and selected SMEs have access to confidential and proprietary information.
- **The SEBC still maintains full oversight and discretion through its approval of both the RFP criteria and the final vendor award. All Committee members retain their full decision-making authority throughout the procurement process.**

Proposed RFP Evaluation Team



PBM RFP – Proposed Revised Proposal Review Process

Previous RFP/Procurement Process (Prior to 1/1/2025)	Current RFP/Procurement Process (Effective 1/1/2025)	Proposed RFP/Procurement Process
<p><u>Step 1 – RFP Development – SBO</u></p> <ul style="list-style-type: none"> • SBO developed full RFP, including Minimum Bid Requirements, Questionnaire, Scoring Criteria, Criteria Weight, etc., utilizing SEBC consultants as administrative support and subject matter expertise • SEBC provided input on Scope of Work • RFPs were not subject to SEBC approval 	<p><u>Step 1 – RFP Development – SEBC</u></p> <ul style="list-style-type: none"> • SEBC develops full RFP, including Scope of Work, Minimum Bid Requirements, Questionnaire, Scoring Criteria, Criteria Weight, etc. • SBO/SEBC consultants provide administrative support and subject matter expertise when indicated • Final draft of RFP is publicly distributed 7 days prior to SEBC decision • Meaningful public comment opportunity is provided • SEBC approves full RFP prior to posting 	<p><u>Step 1 – RFP Development – SEBC</u></p> <ul style="list-style-type: none"> • SEBC develops full RFP, including Scope of Work, Minimum Bid Requirements, Questionnaire, Scoring Criteria, Criteria Weight, etc. • SBO/SEBC consultants provide administrative support and subject matter expertise when indicated • Final draft of RFP is publicly distributed 7 days prior to SEBC decision • Meaningful public comment opportunity is provided • SEBC approves full RFP prior to posting
<p><u>Step 2 – Evaluation of Scoring of Proposals – PRC/SEBC</u></p> <ul style="list-style-type: none"> • PRC/SEBC reviewed all submitted proposals, attended public PRC meetings, conducted vendor interviews, and scored as detailed in the RFP • SBO/SEBC consultants also reviewed all submitted proposals, developed content for PRC to streamline review process, provided administrative support and subject matter expertise • Combined scoring and PRC feedback was used to develop an award recommendation to the SEBC 	<p><u>Step 2 – Evaluation of Scoring of Proposals – PRC/SEBC</u></p> <ul style="list-style-type: none"> • PRC/SEBC review all submitted proposals, attend public PRC meetings, conduct vendor interviews, and score as detailed in the RFP • SBO/SEBC consultants also review all submitted proposals, develop content for PRC to streamline review process, provide administrative support and subject matter expertise • Combined scoring and PRC feedback is used to develop an award recommendation to the SEBC 	<p><u>Step 2 – Evaluation of Scoring of Proposals – SBO</u></p> <ul style="list-style-type: none"> • SBO reviews all submitted proposals, conducts vendor interviews, and scores as detailed in the RFP. Additional subject matter experts may be included in this process at SBO's discretion based on need • SEBC consultants continue to be involved in the bid review process, though in a more limited capacity • SEBC will receive updates on the status of the bids/evaluations • Scoring from SBO used to develop award recommendation for the SEBC's consideration
<p><u>Step 3 – Approval of Award – SEBC</u></p> <ul style="list-style-type: none"> • SEBC reviewed PRC/SEBC award recommendation and made final decision on award. 	<p><u>Step 3 – Approval of Award – SEBC</u></p> <ul style="list-style-type: none"> • SEBC reviews PRC/SEBC award recommendation and makes final decision on award. 	<p><u>Step 3 – Approval of Award – SEBC</u></p> <ul style="list-style-type: none"> • SEBC reviews SBO award recommendation and makes final decision on award.

Next Steps

- The SEBC to vote on the following options:
 - Option 1 – Maintain the current PRC process for all 2026 procurements.
 - Option 2 – Implement the new proposal evaluation process for all 2026 procurements.
 - Option 3 – Maintain current PRC processes for PBM and Medical TPA procurements, implementing the new proposal evaluation process for the Dental and Consulting procurements.

Thank You



Website: de.gov/statewidebenefits

Email: SEBC@delaware.gov