



Consulting and Actuarial Services RFP

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Scope of Services - Update

- The RFP is organized into five primary award categories:
 - Benefits Consulting
 - Actuarial Services
 - Procurement, Contract Negotiation, and Vendor Performance
 - Compliance and Independent Review
 - Senate Substitute 2 for Senate Bill 1 (SS2 for SB1) Implementation and Support
- The SEBC may make one or more awards per category, and bidders may propose for any combination of the five categories.
- The SEBC retains the authority to designate a lead benefits consultant for ongoing coordination and SEBC/SBO support or award a single vendor across all categories*, should it determine either approach is appropriate.

* *“Independent review” contracts may be executed separately with other vendors if deemed necessary by the SEBC.*

Minimum Requirements and Questionnaire

- To align with the new RFP structure, the Minimum Requirements and Questionnaire sections were revised to include a General section applicable to all bidders and separate sections for each award category, allowing the PET to evaluate bidders based on the categories they propose.
- General Requirements for all bidders focus on:
 - Relevant experience: At least five years of organizational experience or comparable experience, qualifications, and successful performance by proposed key personnel and teams, which may include subcontractors.
 - Staffing and support: Adequate staffing, service continuity, and capacity to meet State needs, including SEBC/SBO support and time-sensitive initiatives.
 - General compliance: Required licensure, legal and regulatory compliance, conflict-of-interest disclosures, data security, accessibility, and insurance.

Scoring Criteria

Topics and Weighting	Points	Description/Examples
Organization Experience and Ability	25	- Depth and relevance of experience for each award category proposed, with reference to the applicable category in the Scope of Services. - Experience with public sector clients of comparable size and complexity and relevant current/prior engagements. - Demonstrated expertise and successful performance in the subject matter applicable to each proposed category. - Specialized expertise and demonstrated outcomes relevant to the State's benefits programs.
Experience and Qualifications of Proposed Personnel	20	Qualifications, credentials, role clarity, availability, continuity, and relevant experience of the personnel proposed, including the extent to which they performed the representative work described in the proposal.
Project Management and Technical Capabilities	15	- Clarity and strength of the proposed approach, methodology, assumptions, data validation, work plan, deliverables, and project management, with reference to the applicable category in the Scope of Services. - Demonstrated analytical and technical capabilities applicable to each award category proposed. - Ability to identify and manage project risks and effectively perform project specific assignments. - Ability to deliver accurate, actionable, and timely analyses, recommendations, and work products.
Coordination and Understanding of State Requirements	15	- Ability to effectively coordinate with SBO, SEBC, other stakeholders, and other awarded vendors. - Understanding of Delaware's benefits portfolio, priorities, governance structure, and operating environment. - Ability to work effectively within a multi-contract, multi-vendor structure, including coordination on project-specific assignments. - Transparency in the disclosure and management of actual or potential conflicts of interest.
Financial Proposal	20	- Reasonableness, transparency, competitiveness, assumptions, and overall value of pricing for the categories and services proposed, including any alternative compensation structure(s) proposed by the Offeror. - Guarantee performance of the applicable Scope of Services, offering comparable Performance Guarantees and fees at risk as outlined in Attachment 15.
Responsiveness	5	Compliance with the submission requirements of the bid including format, clarity, conformity, realistic responses, and completeness, as well as responsiveness to requests during the evaluation process.
TOTAL	100	

Next Steps

- The full RFP draft, including all attachments, was provided to the Committee on October 15th.
- Final SEBC feedback due to Kristin Barnekov-Short by end of day Friday, November 6th.
- Final draft of the RFP will be posted with SEBC meeting materials on Monday, November 16th to allow for public comment.
- SEBC to vote on RFP approval at November 23rd Meeting.
- RFP will be released on December 16th.
- Proposals are due by January 25, 2027.
- Contract(s) effective date of July 1, 2027.

Thank You



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