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**February 15, 2023**

**TO: Invited Vendors**

**FROM: Judith Muck, Executive Director**

**RE: Request for Proposal for Vision Services**

Missouri Consolidated Health Care Plan (MCHCP) will be working with Optavise (DirectPath is becoming Optavise), an online request for proposal (RFP) system, in the marketing of the 2024 MCHCP Vision RFP for a January 1, 2024, effective date. You are invited to submit a proposal for these services. We believe that you will find this RFP a great potential opportunity for your organization.

MCHCP is the employee health benefit program for most State of Missouri employees, retirees, and their families. This contract provides for a voluntary, fully-insured vision program on a national basis to state members of MCHCP. Missouri Department of Transportation (MoDOT), Missouri State Highway Patrol (MSHP), and Missouri Department of Conservation (MDC) are included in MCHCP's procurement for this vision program.

In addition, MCHCP offers a vision plan to those public entities that have elected to join MCHCP for their medical coverage. These members are also included in this RFP under separate pricing.

Current State vision plan enrollment is over 39,000 subscribers (over 71,000 lives). MCHCP's total health plan enrollment is over 49,000 subscribers (over 85,000 lives). MoDOT covers approximately 4,200 employees (over 10,600 lives), MSHP covers approximately 2,000 employees (5,500 lives), and MDC has approximately 1,300 employees (3,600 lives).

Current public entity vision enrollment is approximately 650 subscribers (950 lives). Total public entity health plan enrollment is nearly 900 subscribers (over 1,200 total lives).

The term of the contract will be one year with an additional four (4) one-year renewal options available at the sole option of the MCHCP Board of Trustees. Bidders are required to provide guaranteed pricing for the plan year beginning January 1, 2024, with not-to-exceed pricing for plan years beginning January 1 of 2025 and 2026. Pricing for plan years beginning January 1 of 2027 and 2028 will be negotiated.

**Current Contract**

MCHCP's current contract with National Vision Administrators (NVA) will expire on December 31, 2023. MCHCP reserves the right to award multiple contracts from this RFP.

## **Minimum Bidder Requirements**

To be considered for contract award, bidders must meet the following minimum requirements:

- **Licensing** – The bidder must hold a certificate of authority to do business in the State of Missouri and be in good standing with the office of the Missouri Secretary of State and the Missouri Department of Commerce and Insurance. MCHCP requires the contractor to comply with all state and federal laws, rules and regulations affecting their conduct of business on their own behalf and on behalf of a covered entity such as MCHCP.
- **Data Transfer** – Bidder shall agree to provide claim-level data electronically to MCHCP or designated data vendor (currently Merative) monthly. Bidders may be required to demonstrate the ability to provide such data before a contract award is made.
- **Size and Experience** – The bidder or its partner must currently provide vision coverage to employers that have at least 250,000 covered lives combined and have at least one (1) client with 50,000 covered lives. The bidder must be willing to disclose the name of the large employer client if requested. The bidder or its partner must have been in operation and performing the services requested in this RFP for a minimum of five (5) years,
- **Network** – Bidders must offer a contracted vision provider network capable of delivering benefits as described in the stated plan designs. MCHCP requires a broad network that provides national coverage.
- **Contract** – Bidders shall not link nor attempt to link (unless permitted by this RFP), the award of this contract to any other bids, products, or contracts. Any bid proposal containing any contingency based upon MCHCP's actual or potential awards of contracts, whether or not related specifically to this RFP, or containing pricing contingencies, shall result in such bid proposal being rejected for non-responsiveness and non-compliance with this RFP.
- **Rates** – Bidders shall not be permitted to alter their rate or fees after submission except with agreement by MCHCP.
- **Timely Submission** – All deadlines outlined are necessary to meet the timeline for this contract award. MCHCP may reject any submissions after respective deadlines have passed. All bidder documents and complete proposals must be received by the proposal deadline of March 29, 2023, as outlined in the timeline of events for this RFP. Late proposals will not be accepted. MCHCP reserves the right to modify a deadline or extend a deadline for all bidders at its discretion.
- **Plan Designs** – Bidders must provide pricing for a base plan and premium plan design as described in the stated plan designs. Additional services and/or options may be offered as part of the entire plan design.

## **Intent to Bid**

Once the RFP is released, bidders who are interested in submitting a proposal should complete the Intent to Bid (available as a response document within the Optavise system). The Intent to Bid is due at 5 p.m. CT, Monday, March 13, 2023.

## **Use of DirectPath**

During this RFP process you will find Optavise's internet-based application offers an opportunity to streamline information exchange. We are confident your organization will find the process straightforward and user-friendly. Optavise will be contacting you within the next two to three days to establish a contact person from your organization and to set up a training session, if necessary. To assist you in preparing for the online proposal process, we have outlined below some important information about this event.

## General Instructions

Your proposal will be submitted over the Internet, through an anonymous online bidding process. Optavise will assign a unique username, which will allow you to view the information pertinent to the bidding process, submit response documents, communicate directly with MCHCP through the application's messaging component, and respond to our online questionnaires. In addition, Optavise will provide a user guide with instructions for setting up your account.

You may wish to have other people in your organization access this online event to assist in the completion of the RFP. Each member of your response team must secure a unique username and password from Optavise by way of a provider contact spreadsheet, e-mailed directly to you by Optavise. There is no cost to use the Optavise system.

## System Training

Optavise offers all participants of a Optavise-hosted event access to their downloadable *User Guides* and *Pre-Recorded Training Sessions*. These guides are located on the homepage of the *vendor-user* view and provide an overview of the application's functionality. We recommend that you and your response team take advantage of this unique opportunity to realize the full benefit of the application. In addition to this self-help option, Optavise's experienced support personnel will offer an application overview via a web-cast session.

DirectPath Support is also available Monday through Friday from 8:30 a.m. to 5 p.m. ET to help with any technical or navigation issues that may arise. The toll-free number for DirectPath Support is 800-979-9351. Support can also be reached by e-mail at [Support@DirectPathHealth.com](mailto:Support@DirectPathHealth.com).

## Key Event Information

Online RFP Released	Monday, March 6, 2023 8 a.m. CT (9 a.m. ET)
Intent to Bid Due	Monday, March 13, 2023 5 p.m. CT (6 p.m. ET)
Bidder Question Submission Deadline	Monday, March 13, 2023 5 p.m. CT (6 p.m. ET)
MCHCP Responses to Submitted Questions	Friday, March 17, 2023 5 p.m. CT (6 p.m. ET)
All Questionnaires and Pricing due	Friday, March 29, 2023 5 p.m. CT (6 p.m. ET)

If this notice should have been sent to a different individual within your organization, please contact Tammy Flaughter at 573-526-4922 or by email at [tammy.flaughter@mchcp.org](mailto:tammy.flaughter@mchcp.org).

We look forward to working with you throughout this process.