



GROUP HEALTH & LIFE INSURANCE TRUST FUND

NMI RETIREMENT

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EMERGENCY

Request for Proposals

NO. GH10-001

GROUP LIFE INSURANCE COVERAGE FOR GOVERNMENT EMPLOYEES AND RETIREES

OPENING DATE: **DECEMBER 16, 2009**

CLOSING DATE: **DECEMBER 31, 2009**

The Board of Trustees of the Northern Mariana Islands Retirement Fund (“NMIRF”), charged with administering the Group Health & Life Insurance Program (“GHLIP”), a separate and distinct trust component of the NMIRF, is soliciting sealed proposals from qualified insurance companies and firms to provide group life insurance coverage to employees and retirees of the Commonwealth of the Northern Marianas Government. To receive the RFP packet, you must fax, e-mail or mail your request to:

Mark A. Aguon, Administrator
Northern Mariana Islands Retirement Fund
P.O. Box 501247 CK
Saipan, MP 96950-1247
Fax: 670/664-8080
E-mail: administrator01@nmiretirement.com

The Board reserves the right to reject any or all proposals and to waive any imperfections in a proposal if doing so is in the best interest of the Fund. All proposals shall become the property of the NMI Retirement Fund.

**REQUEST FOR PROPOSALS
NO. GH10-001
GROUP LIFE INSURANCE COVERAGE
FOR GOVERNMENT EMPLOYEES AND RETIREES**

The Board of Trustees of the Northern Mariana Islands Retirement Fund (NMIRF), charged with administering the Group Health & Life Insurance Program (GHLIP), a separate and distinct trust component of the NMIRF, is soliciting sealed proposals from qualified insurance companies and firms to provide Group Life Insurance Coverage for both active and retired government employees under one policy without regard to status.

The successful proposer will provide insurance coverage for active and retired employees pursuant to the Scope of Benefits, attached herein as a part of this package. Interested proposers may submit questions or inquiries regarding this RFP, in writing, no later than December 24, 2009 to Mr. Mark A. Aguon, Administrator, Northern Mariana Islands Retirement Fund, P.O. Box 501247, Saipan, MP 96950 or by e-mail to administrator01@nmiretirement.com, or by facsimile to (670) 664-8080. Responses from the NMIRF will be directed to all proposers 3 – 7 days from date above.

This Request for Proposals (RFP) is being conducted pursuant to NMI RETIREMENT FUND Procurement Regulations, NMIAC § 70-30.3, *et seq.*, "Procurement Regulations." However, all references in the Regulations to the Director of Procurement and Supply, Secretary of Finance, and other executive branch officials shall be deemed to refer to the Administrator of the Fund, all references to the Office of the Director of Procurement and Supply shall be deemed to be the Office of the Administrator. All references to the Governor shall be deemed to refer to the Board of Trustees. All contracts shall be subject to legal review by the Attorney General as provided in the Regulations, or Fund Legal Counsel as provided by law. Comm. Reg. Vol. 27, No. 11, at 25392 (effective date April 9, 2006). The NMI RETIREMENT FUND (NMIRF) desires to award a contract to a firm who fully meets all of the requirements of this solicitation for sealed proposals. The Administrator determines that it is in the best interest of the NMIRF that this award be made through Competitive Sealed Proposals pursuant to NMIAC § 70-30.3-210. Any company selected will be subject to a responsibility determination in conformance with the Procurement Regulation § 70-30.3-245.

Sealed Proposals responding to the RFP shall be made by hand delivery or courier (either through government postal service or a private delivery service) with one (1) original and six (6) copies of your proposal in a sealed envelope marked with your firm name, return address, and **RFP No. GH10-001 "Group Life Insurance"** to the Office of the Administrator, NMIRF, Retirement Fund Building, Isa Dr., Capitol Hill, P.O. Box 501247, Saipan, MP 96950-1247, no later than 4:00 p.m., local time, December 31, 2009. Submissions by facsimile or e-mail will not be accepted.

Discussions will be conducted with the responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of

clarification and to insure full understanding of, and responsiveness to, solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining the best and final offer. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

All responses to this RFP should take into account any and all taxes, including excise taxes, which will become the obligation of the proposer awarded the contract. The firm selected must obtain a valid CNMI Business License within a reasonable time, not to exceed 30 days, following award. Award shall be made to the responsible offeror whose proposal is determined in writing to be most advantageous to the government, taking into consideration cost and the other evaluation factors set forth in this request for proposal. No other factors or criteria shall be used in the evaluation.

The Administrator reserves the right to reject any and all proposals and to waive any imperfections in a proposal if doing so is in the best interest of the NMIRF. All proposals shall become the property of the CNMI government.

Proposals will be evaluated based on the following criteria:

A. Technical Criteria

- (1) Experience providing life insurance coverage to government employees and retirees (30%).
- (2) Experience providing such coverage in the Northern Mariana Islands, Hawaii, Micronesia, or Guam. Financial ability to provide the contracted services (30%).
- (3) Claims service provided and processing time (20%).
- (4) Cost realism (15%).
- (5) References and Prior Experience (5%).

B. Cost

Cost of premiums will be evaluated in comparison with overall merit of proposals. As proposals become more equal in technical merit, the importance of cost will increase. The government reserves the right to award to other than the carrier that offers the lowest-cost premiums.

C. Technical Requirements/Scope of Benefits (see attached)

Mark A. Aguon
Administrator
NMI Retirement Fund

TECHNICAL REQUIREMENTS/SCOPE OF BENEFITS

The successful proposer will provide life and other insurance coverage to approximately 4,000 active government employees and 2,000 retired government employees under a two year, with an option to renew for a third year, contract with the government.

I. SCOPE OF BENEFITS

1. Mandatory Benefits:

- a. Basic Coverage – Individual Term Insurance
 - i. Minimum benefit shall be the same for all covered persons.
 - ii. Scheduled benefits shall be the same for all covered persons.
- b. Accidental Death Coverage for all active government employees

II. MANDATORY BENEFITS

Basic Coverage – Individual Term Insurance

- (1) For Eligible Active and Retired Individuals.
The Amount of Individual’s Term Life Insurance is as follows:
The Scheduled Amount is an amount equal to 2 times Basic Annual Earnings. (For Retirees, the Scheduled Amount is equal to 2 times Basic Annual Earnings in effect at the time of retirement.) The Amount of Insurance must be a multiple of \$1,000. If it isn’t, the amount calculated will be raised to the next higher multiple of \$1,000. If the amount calculated is less than \$5,000, the Amount of Insurance shall be \$5,000.
- (2) For Eligible Retired Individuals.
The Amount of Individual’s Term Life Insurance is as follows:
The Scheduled Amount for those who retire after the effective date of this Policy is an amount equal to 2 times Basic Annual Pension in effect on the date of death. The Amount of Insurance must be a multiple of \$1,000. If it isn’t, the amount calculated will be raised to the next higher multiple of \$1,000. If the amount calculated is less than \$5,000, the Amount of Insurance shall be \$5,000.

OPTIONAL BENEFITS – CNMI GOVERNMENT RETIREES

- (1) For Eligible Retired Individuals.
The Amount of Individual’s Term Life Insurance is as follows:
The Scheduled Amount for those who retired before the effective date of this Policy is an amount equal to 2 times Basic Annual Pension at the time of death. The Amount of Insurance must be a multiple of \$1,000. If it is not, the amount calculated will be raised to the next higher multiple of \$1,000. If the amount calculated is less than \$5,000 the Amount of Insurance shall be \$5,000.