

**REQUEST FOR QUOTES  
PURCHASE DESCRIPTION**

**To:** Companies that customarily provide employee vision insurance coverage  
**From:** Siobhan Tolman, Procurement and Contracts Specialist  
**RE:** Request for Quotes (RFQ) to Provide the Massachusetts School Building Authority with Employee Vision Insurance Coverage  
**Date:** March 16, 2022

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**Background**

The Massachusetts School Building Authority (MSBA) is an independent public authority with approximately sixty (70) active employees, which includes approximately sixty-seven (67) annually enrolled employees. For more information about the MSBA and its program, please visit our website at [www.massschoolbuildings.org](http://www.massschoolbuildings.org) and refer to Massachusetts General Law Chapter 70B, Chapter 208 of the Acts of 2004, and 963 CMR 2.00 *et seq.*

**Scope of Service**

The MSBA is seeking an employee group vision benefit company to provide vision insurance to its employees. Annual premium rate contract calendar would be July 1<sup>st</sup> to June 30<sup>th</sup>. Required plan design includes:

12 month eye examinations, lenses, frames, contact lens evaluation, fitting and follow-up.  
Frame and Contact Lenses allowance.  
Acceptable discounts and savings on optional frames, lens types and coatings.

Required monthly premium quote options include both one-year and two-year premium rate lock contracts and 2-tier and 3-tier premium tier levels as follows

(MSBA current eligible employee breakdown)	Employee	Employee +1	Family
One-Year Contract			
One-Year Contract			
Two-Year Contract			
Two-Year Contract			

**Schedule and Rule of Award**

Please return to the MSBA in accordance with the following schedule:

Issuance of RFQ: Wednesday, March 16, 2022  
Question Deadline: Wednesday, March 23, 2022 by 5:00 PM  
Answers Posted: Friday, March 25, 2022 by 5:00 PM  
Quote deadline: Wednesday, March 31, 2022 by 3:00 PM

All questions must be submitted to [procurement@massschoolbuildings.org](mailto:procurement@massschoolbuildings.org). Answers to the questions received will be posted on the MSBA's website only: [www.massschoolbuildings.org](http://www.massschoolbuildings.org).

**Respondents are solely responsible for checking the MSBA's website for the answers to the questions or any changes to the RFQ.**

The MSBA may award a contract to the responsive and responsible respondent submitting the best value or the lowest quote, taking into consideration benefit level, vision network, qualifications, and premium pricing. The MSBA reserves the right to request additional information from all respondents.

**Requested Information**

If interested in providing the MSBA vision premium coverage as described above, please submit a written response. The response should include the following information:

Company's Qualifications

- Company's name, address, website, software name, and official contact.
- Description of the company's prior experience with providing and supporting group vision insurance plans.
- Description of the company's prior experience in working with the public sector organizations.

Proposed Insurance Coverage

- Complete benefit coverage summary as explained in the Scope of Service section.

Cost

- Premium rates to be charged to the MSBA for the vision services as explained in the Scope of Services sections.

Additional information:

Please note that all quotes and related documentation and information submitted in response to this request are subject to the Massachusetts Public Records Law, M.G.L.c.66, §10;c.4, §7(26)(h), regarding public access to such documents. Any statements in submitted quotes that are inconsistent with the provisions of these statutes will be void and disregarded. Bidder agrees that the MSBA shall not be liable under any circumstances for the subsequent disclosure of any information submitted to it by Bidder and/or in connection with any contract entered into between Bidder and the MSBA as a result of this process.

Thank you for your interest in providing services to the MSBA.

Siobhan Tolman

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