

**Massachusetts School Building Authority
Request for Quotes**

Date: March 30, 2026

Project: Request for Quotes (RFQ) to Provide Employee Dental Insurance Coverage

Project Number: MSBA-SecurityAwarenessTraining-2026

RFQ Contact Person: Ryan Fay, Legal Assistant

SECTION I. SUMMARY

The Massachusetts School Building Authority (MSBA) is an independent public authority with approximately one hundred and seven (107) active employees, which includes approximately eighty-seven (87 annually enrolled employees). For more information about the MSBA and its program, please visit our website at 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.*

Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Veteran Business Enterprise (VBE), Minority and Women Business Enterprise (M/WBE), Service-Disabled Veteran-Owned Business Enterprise (SDVOBE), Veteran-Owned Business Enterprise (VBE), Minority Nonprofit Organization (M/NPO), Women Nonprofit Organization (W/NPO), Minority and Women Non-Profit Organization (M/W/NPO), Disability-Owned Business Enterprise, or LGBT Business Enterprise, firms are encouraged to submit Responses.

A. SCOPE OF SERVICES

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

- Calendar-Year Deductibles: no more than \$50 per individual \$150 per family
- Calendar-Year Maximum Benefit: provide quotes for maximum benefit of \$2,000 per person
- Dependent Eligibility: Eligible dependents up to age 26
- Customary In-Network Coverage:
 - Diagnostic/Preventative Care @ 100%
 - Restorative/ Oral Surgery/ Periodontics/ Endodontics/ Prosthetic Maintenance/ Emergency Care @ 80%
 - Prosthodontics/Major Restorative @ 50%
 - Orthodontics: Covered 50% of the maximum plan allowance to age 19 with a lifetime maximum of \$1,000, \$2,000 and \$3,000; Adult Orthodontics covered at 50% of the maximum plan allowance with lifetime maximum of up to \$3000.

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		N/A	
One-Year Contract			
Two-Year Contract		N/A	
Two-Year Contract			

SECTION II. GENERAL INFORMATION

All terms, conditions, requirements, and procedures included in this RFQ should be met for a Response to be qualified as responsive. The MSBA reserves the right to determine whether a Response is non-responsive and to waive or permit cure of any and all non-material errors or omissions. The MSBA reserves the right to modify, amend or cancel the terms of this RFQ at any time. All Responses must be submitted in accordance with the specific terms of this RFQ.

A. SPECIFICATIONS

1. **Respondent Communication.** All communication regarding this RFQ must be **in writing** via email to the RFQ Contact Person, Ryan Fay, Legal Assistant. Any Provider that intends to submit a quote is prohibited from contacting any employee of the MSBA or Member of the MSBA’s Board of Directors other than the Contact Person regarding this RFQ. **Failure to observe this rule may result in disqualification.** Furthermore, no other individual MSBA employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFQ and the MSBA shall not be bound by any such unauthorized provision of information or response. Respondents should notify in writing via email the Contact Person for this RFQ in the event it is incomplete or the Respondent is having trouble obtaining any required attachments electronically through COMMBUYS or from the MSBA’s website.
2. **Best Value Selection and Negotiation.** The MSBA intends to select the response that demonstrates the “Best Value” overall, including proposed alternatives that will achieve the procurement goals of the MSBA. The MSBA and the selected Respondent may negotiate a change in any element of contract performance or cost identified in the original RFQ or the selected Respondent’s Response which results in lower costs or in a more cost effective or better value than was presented in the selected Respondent’s or contractor’s original Response.
3. **COMMBUYS:** This RFQ has been distributed electronically using the COMMBUYS system. RFQ Attachments that are referenced are available either as separate files along with the RFQ, or in the COMMBUYS Attachments section.

Respondents are solely responsible for obtaining and completing the required attachments that are identified in this RFQ; for regularly checking COMMBUYS for any addenda or modifications that are subsequently made to this RFQ or attachments; and for obtaining, reviewing and appropriately responding to any such addenda or modifications to the RFQ or attachments. The MSBA accepts no liability and will provide no accommodation to Respondents who fail to check for, obtain, review and appropriately respond to addenda or modifications to the RFQ and attachments, and then submit inadequate

or incorrect Responses. Respondents are advised to check COMMBUYS to ensure that they have the most recent RFQ files. Respondents may not alter (manually or electronically) the RFQ language or any RFQ component files. Modifications to the body of this RFQ, specifications, terms and conditions, which change the intent of this RFR are prohibited and may disqualify a Response.

B. PROCUREMENT CALENDAR

The following is the tentative time schedule for the MSBA's selection of a Respondent. All dates are subject to modification by the MSBA with notice.

Issuance of RFQ: Monday, March 30, 2026
Question Deadline: Wednesday, April 8, 2026, by 5:00 PM
Answers Posted: Friday, April 10, 2026, by 5:00 PM
Quote deadline: Wednesday, April 15, 2026 by 3:00 PM

Questions concerning this RFQ may be submitted to the RFQ Contact Person in writing via email at the contact information below. No telephone Calls concerning this RFQ are permitted.

Ryan Fay, Legal Assistant
ATTN: MSBA- MSBA- MSBA-SecurityAwarenessTraining-2026
E-Mail Address: ryan.fay@massschoolbuildings.org

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

SECTION III. RESPONSE REQUIREMENTS

A. CONTENT OF THE RESPONSE

All Responses to this RFQ should include the following information:

1. 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 dental insurance plans.
- Description of the company's prior experience in working with the public sector organizations.

2. Proposed Insurance Coverage

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

3. Quote

- Provide premium rates to be charged to the MSBA for the dental services as explained in Section I.A., Scope of Services section of the RFQ.
- The MSBA is seeking quotes for monthly premium rates under both one-year and two-year rate-lock contracts, including 2-tier and 3-tier premium structures as listed in Section

I.A. of the RFQ, with the potential for renewal options. Please also describe the renewal process and identify any anticipated cost changes at the time of the renewal.

B. INSTRUCTIONS FOR SUBMISSION

Responses to this RFQ must be submitted electronically by the submission deadline, or the response will not be considered. **Hard copy submissions will not be accepted.** Responses must be submitted by email to Ryan.Fay@MassSchoolBuildings.org. Responses and Attachments received after this deadline date and time will not be evaluated.

Respondents should receive an email confirming receipt of submission. If Respondents do not receive a confirmation email, Respondents are encouraged to contact Ryan Fay at Ryan.Fay@MassSchoolBuildings.org in advance of the submission deadline.

Additionally, Respondents are encouraged to submit responses in a timely manner to ensure successful delivery prior to the submission deadline.

Responses should not exceed 25MB in size. **The MSBA will not accept ZIP files. Responses should be submitted in a PDF.**

SECTION IV. EVALUATION PROCESS

A. PHASE ONE REVIEW

The MSBA will review the responses to this solicitation and select the response that provides the best value to the MSBA based upon the specified criteria below:

1. Company's Qualifications
2. Proposed Insurance Coverage
3. Quote

Responses will be reviewed to determine which Respondent provides the best value to the MSBA and will receive the Contract award.

During the selection process, the MSBA reserves the right to take any or all of the following actions if it deems them to be in the interests of the MSBA:

- a. Reject any and all responses;
- b. Waive any minor informalities in responses received or request Respondents to correct them; and
- c. Request additional information from Respondents and seek clarification from a Respondent provided the MSBA determines it is not prejudicial to the interests of the other Respondents to do so. Action by the MSBA in this regard should not be construed to imply acceptance or rejection of a response.

SECTION V. ADDITIONAL INFORMATION

A. DURATION AND RENEWAL OPTIONS

The MSBA intends to select one Respondent to provide the services solicited in this RFQ for a one-year or two-year rate-lock contract, with the potential option to renew.