

**MISSISSIPPI STATE AND SCHOOL EMPLOYEES  
HEALTH INSURANCE MANAGEMENT BOARD  
REQUEST FOR PROPOSAL FOR  
WORKSITE WEIGHT MANAGEMENT PROGRAM  
BOARD RESPONSES TO VENDOR QUESTIONS  
October 18, 2011**

1. *Will the board consider pre & post assessment surveys concurrent to the Health Risk Assessment? This would better allow us to maintain the interest, wellness, and results of the participants, program, and goals.*

**A WM vendor may propose inclusion of pre & post assessment surveys as a component of his worksite weight management program. Any such survey required and administered by the WM vendor would be separate and apart from the Plan's Health Risk Assessment.**

2. *Is a 24/7/365 wellness program that monitors activity levels, educates participants on fitness, nutrition, and wellness through the internet appropriate for the 2011 Worksite Weight Management Program?*

**The Board seeks to enter into an agreement with a qualified experienced WM vendor capable of providing a worksite weight management program to serve the adult participants of the Plan. A description of any online tools that complement the proposed worksite weight management program should be described in the WM vendor's response to RFP question 25.**

3. *Specifically what is the State requesting in extensive details, or would it solely be at our discretion and expertise to propose the specific program?*

**Interested WM vendors should describe their proposed worksite weight management program(s) based on the specifications and requirements of this RFP.**

4. *Would employee wellness events to promote the wellness program be acceptable? This would serve to motivate participants throughout the term of the program...maintaining interest, sustainability, and goals.*

**Benefit fairs conducted by the local employer groups are held periodically throughout the State. The selected WM vendor will be encouraged to work with the local employers and participate in the benefit fairs, as well as other types of wellness events, to promote interest and encourage participation in the worksite weight management program.**

5. *From a marketing aspect, would the Board consider apparel to promote the program?*

**Subject to the Board's approval, the selected WM vendor may exercise discretion in the use of apparel to promote the worksite weight management program. The Board will not reimburse the WM vendor for any costs incurred to promote and/or provide the worksite weight management program.**

6. *Page 14 of the RFP states that the program must be "operational on January 1, 2012." What does "operational" mean? (i.e. Ready to begin promoting the program to state employees with actual services to be provided at a later date, or, services are actually provided on January 1?*

**The Board expects the selected WM vendor to be fully prepared to accept calls and begin scheduling meetings beginning January 3, 2012 (the first work day of 2012).**

7. *Who is responsible for promoting the program, the Board or the WM vendor?*

**While the selected WM vendor is primarily responsible for promoting the selected worksite weight management program, the Board, along with several of its key vendors and the cooperation of the local employer groups, will provide promotional messaging through Plan materials, including newsletters, website announcements, Plan Documents, to educate Plan participants on the available benefit and to encourage their participation.**

8. *Have the state employees expressed a desire in such a program? How was that desire expressed?*

**Evidenced by survey and health risk assessment responses, as well as unsolicited letters and telephone calls, Plan participants have demonstrated an interest and desire to take advantage of weight management programs such as requested by the RFP.**

9. *Has the state ever conducted a program similar to this in the past? If so, what were the details of that program? Who conducted it? What services were provided? What was the schedule of services provided? How many state employees participated in it? How much were the state employees charged for that program?*

**While the Board has continually enhanced wellness benefits in other areas over the past several years, 2012 will be the first time for the Plan to help sponsor a worksite weight management program.**

10. *(RFP p10) How often do "on-site trained staff" members need to be present? Every day? Once a week? Once a month?*

**Weekly weight management services are among the RFP's program design requirements. The Board expects the selected WM vendor to provide an on-site trained staff member to be present at each and every worksite participant meeting.**

11. *(RFP p10) "Provide access to weekly weight management services within the worksite environment, prior to, during the workday, or after work." Is this referring to the availability of a WM vendor staff member? Is this referring to WM vendor services such as 24-hour online services?*

**Please refer to the response to Question 10. On-line services may complement, but not serve as a substitute for on-site staffing.**

12. *(RFP p3) What is considered "an acceptable level of the weight loss goal?" When is the goal deemed "achieved?" (i.e., At any point during the period of the agreement, or, at some specified date?)*

**The Board has not predefined this metric, electing instead to evaluate the WM vendor's proposed participant success measurement for "An acceptable level of the weight loss goal", commensurate with the WM vendor's proposed worksite weight management program.**

13. *What is the proposed duration? Most weight management programs range 10-12 weeks. If the proposed time is longer is that \$125.00 for the entire duration.*

**Wellness benefits for participating in the worksite weight management program will be available to eligible employees and/or their covered adult dependents, on an annual basis beginning January 1 2012, after the participant has completed his health risk assessment. The Plan's maximum benefit for 2012 is \$125 per participant per year, subject to the Plan's satisfactory completion levels and filing requirements, regardless of the actual duration of services per program and/or per individual participant.**

14. *Do you consider weight management both exercise and nutrition? Would there be availability to do a brief workout?*

**The purpose of the worksite weight management program requested in this RFP is to provide the Plan's adult participants a comprehensive method to learn how to achieve and maintain a healthy body weight, focusing on eating healthy, increasing physical activity and changing behavior. Workout sessions, as a component of the WM vendor's worksite weight management program, may be considered.**

15. *If a vendor has not had a weight management program with an employer client with at least 10,000 covered lives, would that disqualify the vendor?*

**The vendor must provide a worksite weight management program to at least one employer client with at least 10,000 covered lives. This minimum vendor requirement refers to the client's number of covered lives, and not necessarily to the client's number of employees and/or dependents actively participating in the client's worksite weight management program.**

16. *Is aggregate weight loss acceptable? We have not in past relationships provided individualized weight records for HIPAA reasons.*

**While specific individualized information will need to be provided by the participant requesting reimbursement from the Plan, the Board does not require that the WM vendor provide personally identifiable health information to the Board. The content and format of any requested reports will be mutually determined by the Board and the selected WM vendor.**

17. *Can the proposal deadline of October 28 be extended?*

**So that the procurement process may be completed in time to allow sufficient implementation of the worksite weight management program for a January 1, 2012 effective date, the Board does not intend to extend the October 28, 2011 deadline. Proposals must be received at the DFA-Office of Insurance in Jackson, Mississippi by 2:00 p.m. CST, October 28, 2011. Proposals received after the deadline will not be considered.**

18. *Are clauses of the Draft Worksite Weight Management Program Agreement negotiable?*

**In order to facilitate potential contract negotiations, any exceptions to the terms and conditions contained in the draft contract or any requirement listed in the RFP should be included in the proposer's signed Statement of Compliance.**

19. *Is the maximum budget \$600,000 for a maximum of 4800 employees? If more than 4800 employees wish to participate in the program, will the program stop? If so, how will this be communicated to employees?*

**The Board has not defined a maximum budget for the worksite weight management program or a maximum number of employees to participate in the program.**

20. *Will the vendor be responsible for determining if each employee qualifies for the program? Is this done by the Status verification system?*

**The WM vendor is responsible for verifying that the participant has a BMI of  $\geq 27$ , achieves an acceptable level of the weight loss goal, and completes at least 85% of the WM vendor's program requirements including, but not limited to, attendance and participation in meetings. The status verification system, as referenced in the draft Worksite Weight Management Program Agreement, applies to all newly hired employees of the WM vendor.**

21. *What is the process for your department reimbursing the employee? Will the employee directly request reimbursement from your organization, or will the vendor submit the reimbursement request to your organization on behalf of the employee?*

**The participant is responsible for submitting the appropriate reimbursement form signed by the WM vendor documenting program completion to the Plan's third party administrator for reimbursement. Participants will be responsible for payment of the program fees, and will receive direct reimbursement from the Plan of the fees paid, not to exceed the Plan's annual maximum benefit (\$125 effective January 1, 2012), upon demonstration of successful completion of the program. The Board will not reimburse the WM vendor for any costs incurred to provide the program.**