

**COUNTY OF YORK, VIRGINIA**  
**REQUEST FOR INFORMATION**  
**RFI**

Issue Date: October 28, 2009

RFI #: 1726

Title: Insurance: Voluntary Short-Term and Long-Term Disability

Classification Code: 95337

Issuing Agency: County of York, Virginia  
Central Purchasing  
120 Alexander Hamilton Blvd.  
P.O. Box 532  
Yorktown, Virginia 23690

Using Agency And/Or Location  
Where Work Will Be Performed: York County School Division  
302 Dare Road  
Yorktown, Virginia 23692

Sealed Proposals Will Be Received Until 5:00 p.m. on November 16, 2009  
At Which Time They Shall Be Opened In Public.

**NOTE:** Five (5) copies of your Response will be required.

All Inquiries For Information Should Be Directed To: T.W. Sawyer, CPPO, CPPB, Purchasing Agent,  
Telephone: (757) 890-3680.

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**SEND PROPOSALS DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE.**

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In Compliance With This Request For Information, The Undersigned Offers To Provide The Requested Information Shown in the Attached/Enclosed (A signed Letter of Transmittal may be substituted for this cover page).

Name and Address of Firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Zip Code

Date: \_\_\_\_\_

By: \_\_\_\_\_

Signature in ink

\_\_\_\_\_  
Title

Telephone No.: ( ) \_\_\_\_\_ Federal Tax ID# \_\_\_\_\_

**1.0 PURPOSE:**

The County School Board of York County, Virginia (hereinafter "Owner") desires responses to this Request for Information (RFI) as a 'first stage' process to solicit interest in submitting full proposals (Request for Proposal [RFP]) by completion of a questionnaire supplied herein. The 'second stage' of this process shall consist of the issuance of an RFP limited to one or more responders to this RFI. Those selected may present full proposals for the Owner's consideration. The Owner reserves the right to not select any or all submissions presented at this stage, or not proceed with the solicitation of full proposals.

**2.0 SCOPE:**

The York County School Division (YCSD) currently maintains a voluntary short term and long term disability benefit plan as an employee pay optional benefit for its employees.

YCSD currently has 2,000 employees of which 131 participate in the short term disability program and 159 in the long term disability.

The short term disability program is currently insured with UNUM. The program insures 60% of salary in \$100 increments of monthly salary from \$400 to \$5,000 for 180 days. There is a 12 month prior and forward pre-existing conditions requirement. The waiting period is 15 days for sickness and one day for accidents.

The long term disability plan insured with UNUM insures 60% of monthly earnings up to \$5,000 per month after a 180 day waiting period. The pre-existing condition is 12/12/24. There is a 10% rehabilitation benefit as well as a dependent care expense benefit of \$350 per dependent up to \$1,000. The definition of disability is the inability to perform the principal duties of present occupation for 24 months and any occupation based upon education and training beyond that point. There is a family income offset provision.

**3.0 QUESTIONNAIRE:**

Responses to the following questions may be prepared on your letterhead and submitted in accordance with this RFI by the date and time specified:

- 1.) Is there a minimum level of participation for underwriting? If so, what is it?
- 2.) Is there a waiting period or elimination period for excluding pre-existing conditions?
- 3.) How do you normally conduct your enrollment process with new groups?
- 4.) Please describe your claims handling / billing / customer service / reporting processes?
- 5.) Please provide a list of references including any and all school divisions specifically in the state of Virginia.