

LOUISIANA TECH UNIVERSITY

INVITATION TO BID ONLY



BIDDER MUST FILL IN COMPANY NAME AND COMPLETE ADDRESS (PRINTED OR TYPED)

PHONE:

FAX:

EMAIL:

RETURN THIS FORM TO:

PURCHASING OFFICE
P.O. Box 3157
408 Keeny Hall
College Drive
RUSTON, LA 71272

Phone: 318-257-4205
Fax: 318-257-3772

Company Quote
 # if applicable

FAILURE TO SIGN WILL DISQUALIFY BID

BID OPENING:

Mon. Aug. 8th @ 2:00 P.M.

BID NUMBER:

50012-338-17

DEPARTMENT

International Student Services

PRICE MUST BE FIRM FOR AT LEAST 30 DAYS FROM OPENING DATE

DELIVERY IN DAYS

TERMS

BIDDER AGREES TO COMPLY WITH ALL CONDITIONS BELOW AND ATTACHED TO THIS REQUEST.

Prices are to be complete and the FOB point to be Louisiana Tech University unless otherwise specified.

Typed or Printed Name

Authorized Signature/Title

ITEM:	COMPLETE SPECIFICATIONS	QTY. & UNIT:	UNIT PRICE:	AMOUNT:
	<p>Louisiana Tech University's International Student Services Department is now accepting SEALED bids for Insurance Coverage for International Students.</p> <p>Insurance Coverage for one year beginning Fall Quarter 2016, through the end of Summer Quarter 2017</p> <p>See attached specifications and instructions</p> <p>**BIDS MUST BE RETURNED TO THE LA TECH PURCHASING OFFICE VIA MAIL OR IN PERSON**</p> <p>For more information, please call Dan Erickson at 318-257-4321.</p>			

IMPORTANT: If bidding other than requested brand and product number (or style), enclose sufficient literature to determine compliance with specification. Failure to comply with this request may eliminate your bid from consideration. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references or not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.

THIS IS A REQUEST FOR A SEALED BID

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. AMOUNT OF BID BOND REQUIRED: EVERY BID SUBMITTED FOR IN EXCESS OF FIFTY THOUSAND DOLLARS SHALL BE ACCOMPANIED BY A BID BOND GUARANTEED BY A SURETY COMPANY QUALIFIED TO DO BUSINESS IN THE STATE OF LOUISIANA. THE BID BOND SHALL BE FOR FIVE PERCENT OF THE OFFICIAL BID AMOUNT.
6. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE.
7. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
8. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO. 30). ALL BID INFORMATION SHALL BE IN INK OR TYPEWRITTEN.

9. ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE LOUISIANA TECH UNIVERSITY OFFICE OF PURCHASING AT THE ADDRESS AND TELEPHONE NUMBER LISTED HERIN. (SEE SCHEDULE OF EVENTS)
10. BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 21). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:
 - A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;
 - B. BID FILLED OUT IN PENCIL; AND
 - C. BID NOT SUBMITTED ON THE DESIGNATED BID FORMS.
11. BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.
12. STANDARDS OF QUALITY – SEE BID DOCUMENT FOR FULL REQUIREMENTS.
13. BID OPENING: BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE LOUISIANA TECH UNIVERSITY PURCHASING OFFICE DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED PRIOR TO 72 HOURS.
14. PRICES: UNLESS OTHERWISE SPECIFIED BY LOUISIANA TECH UNIVERSITY IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD.
15. TAXES: VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES AND FEES AND TARIFFS IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.
16. CONTRACT RENEWALS: UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 4 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 60 MONTHS.

17. CONTRACT CANCELLATION: THE STATE OF LOUISIANA HAS THE RIGTH TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPEL QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF SATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.
18. APPLICABLE LAW: ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.
19. COMPLIACNE WITH CIVIL RIGHTS LAWS: BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICNS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELGION, NATIONAL ORIGIN, BETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.
20. SPECIAL ACCOMMODATION: ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT, WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN 7 DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.

21. INDEMNITY: CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

22. SIGNATURE AUTHORITY: ATTENTION: R.S. 39:1594(C) (4) REQUIRES EVIDENCE OF AUTHORITY TO SIGN AND SUBMIT BIDS TO THE STATE OF LOUISIANA. YOU MUST INDICATE WHICH OF THE FOLLOWING APPLY TO THE SIGNER OF THIS BID.

PLEASE CIRCLE ONE:

- 1) THE SIGNER OF THIS BID IS EITHER A CORPORATE OFFICER WHO IS LISTED ON THE MOST CURRENT ANNUAL REPORT ON FILE WITH THE SECRETARY OF STATE OR A MEMBER OF A PARTNERSHIP OR PARTNERSHIP IN COMMENDAM AS REFLECTED IN THE MOST CURRENT PARTNERSHIP RECORDS ON FILE WITH THE SECRETARY OF STATE. A COPY OF THE ANNUAL REPORT OR PARTNERSHIP MUST BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.
- 2) THE SIGNER OF THIS BID IS A REPRESENTATIVE OF THE BIDDER AUTHORIZED TO SUBMIT THIS BID AS EVIDENCED BY DOCUMENTS SUCH AS, COPORATE RESOLUTION, CERTIFICATION AS TO CORPORATE PRINCIPAL. ETC. IF THIS APPLIES A COPY OF THE RESOLUTION, CERTIFICATION, OR OTHER SUPPORTIVE DOCUMENTS MUST BE ATTACHED HERETO.
- 3) THE BIDDER HAS FILED WITH THE SECRETARY OF STATE AN AFFIDAVIT OR RESOLUTION OR OTHER ACKNOWLEDGED/AUTHENTIC DOCUMENT INDICATING THAT THE SIGNER IS AUTHORIZED TO SUBMIT BIDS FOR PUBLIC CONTRACTS. A COPY OF THE APPLICABLE DOCUMENT MUST BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.

4) THE SIGNER OF THE BID HAS BEEN DESIGNATED BY THE BIDDER AS AUTHORIZED TO SUBMIT BIDS ON THE BIDDER'S VENDOR REGISTRATION ON FILE WITH HIS OFFICE.

23. IN ACCORDANCE WITH THE PROVISIONS OF R.S. 39:2182, IN AWARDING CONTRACTS AFTER AUGUST 15, 2010, ANY PUBLIC ENTITY IS AUTHORIZED TO REJECT A PROPOSAL OR BID FROM, OR NOT AWARD THE CONTRACT TO, A BUSINESS IN WHICH ANY INDIVIDUAL WITH AN OWNERSHIP INTEREST OF FIVE PERCENT OR MORE, HAS BEEN CONVICTED OF, OR HAS ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE TO ANY STATE FELONY OR EQUIVALENT FEDERAL FELONY CRIME COMMITTED IN THE SOLICITATION OR EXECUTION OF A CONTRACT OR BID AWARDED UNDER THE LAWS GOVERNING PUBLIC CONTRACTS UNDER THE PROVISIONS OF CHAPTER 10 OF TITLE 38 OF THE LOUISIANA REVISED STATUTES OF 1950, PROFESSIONAL, PERSONAL, CONSULTING, AND SOCIAL SERVICES PROCUREMENT UNDER THE PROVISIONS OF CHAPTER 16 OF TITLE 39, OR THE LOUISIANA PROCUREMENT CODE UNDER THE PROVISIONS OF CHAPTER 17 OF TITLE 39.

24. IT IS AGREED THAT THE LEGISLATIVE AUDITOR OF THE STATE OF LOUISIANA AND/OR THE OFFICE OF THE GOVERNOR, DIVISION OF ADMINISTRATION AUDITORS SHALL HAVE THE OPTION OF AUDITING ALL ACCOUNTS WHICH RELATE TO THIS CONTRACT.

25. THE CONTINUATION OF THIS CONTRACT IS CONTINGENT UPON THE APPROPRIATION OF FUNDS TO FULFILL THE REQUIREMENTS OF THE CONTRACT BY THE LEGISLATURE. IF THE LEGISLATURE FAILS TO APPROPRIATE SUFFICIENT MONIES TO PROVIDE FOR THE CONTINUATION OF THE CONTRACT, OR IF SUCH APPROPRIATION IS REDUCED BY THE VETO OF THE GOVERNOR OR BY ANY MEANS PROVIDED IN THE APPROPRIATIONS ACT TO PREVENT THE TOTAL APPROPRIATION FOR THE YEAR FROM EXCEEDING REVENUES FOR THAT YEAR, OR FOR ANY OTHER LAWFUL PURPOSE, AND THE EFFECT OF SUCH REDUCTION IS TO PROVIDE INSUFFICIENT MONIES FOR THE CONTINUATION OF THE CONTRACT.

26. WHENEVER A PUBLIC ENTITY ENTERS INTO A CONTRACT IN EXCESS OF FIVE THOUSAND DOLLARS FOR THE CONSTRUCTION, ALTERATION, OR REPAIR OF ANY PUBLIC WORKS, THE OFFICIAL REPRESENTATIVE OF THE PUBLIC ENTITY SHALL REDUCE THE CONTRACT TO WRITING AND HAVE IT SIGNED BY THE PARTIES. WHEN AN EMERGENCY AS PROVIDED IN R.S. 38:2212(D) IS DEEMED TO EXIST FOR THE CONSTRUCTION, ALTERATION, OR REPAIR OF ANY PUBLIC WORKS AND THE CONTRACT FOR SUCH

EMERGENCY WORK IS LESS THAN FIFTY-THOUSAND DOLLARS, THERE SHALL BE NO REQUIREMENT TO REDUCE THE CONTRACT TO WRITING. (R.S. 38:2241)

(2) FOR EACH CONTRACT IN EXCESS OF TWENTY-FIVE THOUSAND DOLLARS PER PROJECT, THE PUBLIC ENTITY SHALL REQUIRE OF THE CONTRACTOR A BOND WITH GOOD, SOLVENT, AND SUFFICIENT SURETY IN A SUM OF NOT LESS THAN FIFTY PERCENT OF THE CONTRACT PRICE FOR THE PAYMENT BY THE CONTRACTOR OR SUBCONTRACTOR TO CLAIMANTS AS DEFINED IN R.S. 38:2242. THE BOND FURNISHED SHALL BE A STATUTORY BOND AND NO MODIFICATION, OMISSIONS, ADDITIONS IN OR TO THE TERMS OF THE CONTRACT, IN THE PLANS OR SPECIFICATIONS, OR IN THE MANNER AND MODE OF PAYMENT SHALL IN ANY MANNER DIMINISH, ENLARGE, OR OTHERWISE MODIFY THE OBLIGATIONS OF THE BOND. THE BOND SHALL BE EXECUTED BY THE CONTRACTOR WITH SURETY OR SURETIES APPROVED BY THE PUBLIC ENTITY AND SHALL BE RECORDED WITH THE CONTRACT IN THE OFFICE OF THE RECORDER OF MORTGAGES IN THE PARISH WHERE THE WORK IS TO BE DONE NOT LATER THAN THIRTY DAYS AFTER THE WORK HAS BEGUN.

27. IF BIDDING OTHER THAN REQUESTED BRAND AND PRODUCT NUMBER (OR STYLE), ENCLOSE SUFFICIENT LITERATURE TO DETERMINE COMPLIANCE WITH SPECIFICATIONS. FAILURE TO COMPLY WITH THIS REQUEST MAY ELIMINATE YOUR BID FROM CONSIDERATION. ANY MANUFACTURER'S NAMES, TRADE NAMES, BRAND NAMES, OR CATALOG NUMBERS USED IN THE SPECIFICATIONS ARE FOR THE PURPOSE OF DESCRIBING AND ESTABLISHING GENERAL QUALITY LEVELS. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. BIDS WILL BE CONSIDERED FOR ANY BRAND WHICH MEETS OR EXCEEDS THE QUALITY OF THE SPECIFICATIONS LISTED FOR ANY ITEM.

International Student and Scholar Insurance
Louisiana Tech University
Ruston, Louisiana

Objective:

Louisiana Tech University in Ruston, Louisiana, is seeking bids from qualified firms for the purpose of establishing a contract for International Student and Scholar Health Insurance. The contract period shall be for one (1) year.

The bid must be signed and submitted by an official of the underwriting insurance company.

Background:

Louisiana Tech University is a state supported university offering degrees at the associates, bachelors and graduate levels. The student population comes from across the United States and roughly 69 foreign countries. Fall 2015 enrollment was 12,400, of which 484 were international students. More than 95% of these students were on F-1 visas. There were also 12 research scholars and 5 international students who were in Exchange Programs (J-1) and were not here for the full academic year.

The University has a student health center on campus staffed by registered nurses and consulting physicians from 7:30 a.m. to 4:30 p.m. Monday through Friday.

Louisiana Tech University currently has a contract in place for international student health coverage. This bid is being issued as there are no remaining renewal options on the current contract. Information related to the current contract is available in attachments to this bid. A list of the Attachments and their subject are:

- Attachment 1: Academic Calendar
- Attachment 2: Brochure from current plan
- Attachment 3: Utilization Report
- Attachment 4: Enrolled students by country for Fall 2015

Eligibility & Coverage Period:

It is the policy of Louisiana Tech University that all students, who meet one of the following conditions, are required to have health insurance coverage while they are engaged in full time educational activities

- They are non-immigrant foreign nationals with valid passports from their home countries
- They have been issued an I-20 Certificate of Eligibility by Louisiana Tech University
- They have been granted F-1 student status by U.S. Citizenship and Immigration Services (USCIS)
- They are registered at Louisiana Tech

- They are exchange visitors (and their dependents) who have been issued a DS 2019 by Louisiana Tech University

Hard waivers will be granted to students who have insurance through their parents, government or other extenuating circumstances. A qualified student under the policy will be covered in any country outside his or her country of citizenship and/ or usual domicile.

The policy will also allow the following individuals to purchase a policy, although it is not a requirement for them:

- Spouses of full time F-1 students
- Children under the age of 19 of the full time F-1 student

The policy could also include F-1 students in the following categories:

- F-1 students on 12 month Optional Practical Training
- F-1 students on 24 month STEM extension work period

The contract period shall be for a twelve month period (Fall, Winter, Spring and Summer Quarters). Fall Quarter 2016 (08/30/2016) to Fall Quarter 2017 (08/29//2017)

A person who is eligible for coverage shall become an Insured Certificate Holder on the first day of the academic quarter or the effective date specified by the Policyholder. Coverage should be in effect during the interim quarter break period, provided the student reenrolls and pays the premium for the following quarter. Coverage is to be in effect during all vacation and holiday periods during a quarter.

Coverage should remain in effect for an applicable quarter even though a student may leave school, unless the insured student enters military service, in which coverage would terminate upon entrance.

Students resigning after the premium is paid will be fully covered for the remained of the quarter. Should a student resign from the University while a claim is pending, the coverage should continue until payment of the maximum amount applicable or until the student is fully recovered, which ever comes first.

Participation in intramural activities and club sports is to be covered. Intercollegiate activities will not be covered.

ID Cards and Claims Handling Procedure:

Prior to the start of the academic year, the Company will provide health insurance identification cards. These cards should include the University's name, the name and address of the Company, an insurance policy number and the telephone number of the Company to be accessed by the health care providers.

Prior to the start of the academic year, the Company will provide claim forms. The Company must provide a toll-free number and have claims representatives available during normal working hours. The Company must agree to make a good faith effort to

process completed claim forms quickly and efficiently. The claim form must be simple and easy to complete. The Company must accept bills and statement forms generated by hospitals, clinics and attending physicians as supporting documentation.

Administrative Issues:

The bidder must be a licensed agent/broker in the State of Louisiana for the company represented and must provide evidence of an A- or better rating in A.M. Best rating.

The company must submit a list of universities and colleges to whom the bidder has provided medical insurance. This must also include the length of the service provided.

The company must submit evidence of net worth to be able to meet the requirements of the plan outlined.

The policy must meet any and all USCIS or State Department requirements that pertain to student visa holders and exchange visitors visa holders, including medical evacuation and repatriation benefits.

The successful bidder will furnish, brochures describing the insurance coverage, ID cards, and enrollment forms at no cost to the University. Each bidder shall furnish a sample of the type of brochure he proposes to provide.

The company will provide at least an annual claims report upon request. The report must include amount being claimed by each vendor, grand total of amount claimed, and grand total of payments made, itemized by vendor. Report shall show total premiums received, and the total benefits paid, by month and cumulatively for the year. Sample copies of "Reporting to the University" must accompany the bid.

Payment of Premium:

At the beginning of each quarter, Louisiana Tech University will provide the Company with a list that includes the following:

- Name of student and scholar
- Campus Identification number

The University will remit a premium check with the list of covered students and scholars.

Medical Plan to be Provided:

The medical plans must contain at least the following provisions

- Maximum Lifetime Benefit: (no more than) \$500,000 per illness or accident
- Each Insured Certificate Holder will have an aggregate major medical 12 month maximum benefit of (no more than) \$500,000.

Deductible:

There should be a deductible of \$200 per coverage year of an Insured Certificate Holder, whether student, scholar or dependent. If the insured is referred by the Student Health Center, the deductible should be reduced.

Medical Benefits:

Subject to the exclusions, limitations, and all other provisions of the policy, benefits are to be payable at 100% for a covered expense if: (a) The deductible requirement, if any, is met; (b) The expense is incurred within 52 weeks of the date of the accident causing the injury or manifestation of sickness. Covered expenses under the policy should be limited to the following types prescribed by a doctor for the therapeutic treatment of covered injury or sickness when the fees for such are reasonable and customary;

Charges for diagnosis and treatment by a doctor, nurse practitioner, physician assistant, registered nurse (not a close relative of or with same legal residence as the Insured Individual), professional anesthetist, radiologist, or physiotherapist;

Charges for daily hospital room and board not exceeding hospital's average semiprivate charge and intensive care unit charges;

Charges for laboratory, x-ray, and other diagnostic examinations;

Charges for prescription drugs required to be dispensed by a licensed pharmacist, except the Plan will pay 100% of charges for such drugs used on an inpatient basis and 75% of charges for such drugs used on an outpatient basis;

Hospital charges which include recovery room, electrocardiograms, basal metabolism test, surgical dressing;

Charges from outpatient services;

Charges for emergency professional ambulance service by ground or air to a hospital;

Charges for the following listed types of orthopedic or prosthetic devices or hospital equipment;

Man-made limbs or eyes for the replacing of natural limbs or eyes;

Casts, splints, or crutches;

Purchase of a truss or brace;

Oxygen and rental of equipment for giving oxygen;

Rental of wheelchair or hospital bed;

Rental of dialysis equipment and supplies, and

Colostomy bags and ureterostomy bags

The policy should not cover rental charges for equipment in excess of the purchase price of the equipment.

Medical Evacuation Benefits:

The policy will cover, up to a maximum benefit of (no more than) \$50,000 charges of air evacuation of the injured or sick Insured Certificate Holder to the individual's home country or country of regular domicile or to another medical facility, provided the air evacuation (a) is upon the recommendation and agreement of the attending licensed physician (b) results from a covered injury or sickness, and (c) does not occur prior to the benefit approval.

Repatriation:

The policy will cover, up to a maximum benefit (no more than) \$25,000 in the aggregate, reasonable expenses which are incurred in connection with the cremation or preparation and transportation of the body of a deceased Insured Certificate Holder to the individual's place of residence in the individual's home county provided the individual's death occurred outside his or her home country.

Pregnancy Benefit:

Covered expenses for pregnancy will be payable on the same basis as covered expenses for any other sickness with respect to an Insured Certificate Holder whether that individual is a student, scholar or covered dependent spouse. No benefits are payable for any expenses which relate to the pregnancy of a dependent child. Elective abortion is not covered.

Newborn Infants:

A newborn child of an Insured Certificate Holder will automatically be an Insured Individual for 31 days from the moment of his/her birth only for covered expenses which are due directly to injury or sickness, premature birth, or a congenital condition which exists at birth. In order to continue coverage of a newborn child beyond the 31st day following birth, (a) notice of the birth of the child will be provided to the Company or its authorized representative within 31 days from the date of birth, and (b) the required payment of the appropriate premium will be submitted.

Physiotherapy Expenses:

Covered expenses in connection with physiotherapy which are incurred while not confined in a hospital and which are billed by a doctor or physiotherapist, should not exceed the maximum amounts listed below. Charges in excess of these maximums should not be included as covered expenses in the policy.

Physiotherapy means treatment of sickness or injury by use of physical means, including, but not limited to, air, heat, light, water, electricity, massage, manipulation, or active exercise.

The physiotherapy benefit per calendar year will be (no more than) \$500, and the benefit per office visit will be (no more than) \$50 for the first visit and (no more than) \$25 thereafter.

Mental and Nervous Disorders/ Substance Abuse:

In-patient benefits are to be paid as any other covered illness up to an aggregate limit of 30 days in 12 month period. Out-patient benefits are to be paid as any other covered illness up to an aggregate limit of 10 visits in a 12 month period.

Exclusions:

Submit exclusions as defined by your policy

TERMS AND CONDITIONS:

Louisiana Tech University reserves the right to withdraw this bid at any time and for any reason. Receipt of bid materials by the University or submission of a bid to the University confers no rights upon the bidder nor obligates the University in any manner. Louisiana Tech University reserves the right to authenticate any and all information contained in the bid of each respective insurance company.

A contract, based on this bid, may or may not be awarded. Bids are to be submitted to:

Louisiana Tech University
Purchasing Department
Keeny Hall Room 408
P.O.Box 3157
Ruston, LA 71272

Inquiries may be submitted to the Director of the International Student and Scholar Services, by email, to Daniel Erickson, daniel@latech.edu or phone # 318-257-4321 or fax # 318-257-2968.

Contract Changes:

No additional changes, enhancements, or modifications to any contract resulting from this bid shall be made without the prior approval of Louisiana Tech University. Changes to the contract include any change in: compensation; beginning/ ending date of the contract; scope of work; and/or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment of the contract. Contract changes may only be made after the first year of the contract.

Any changes to the premium rates must be based on loss experience and cannot exceed the changed in the Medical Care portion of the Consumer Price Index.

Contact Termination:

Louisiana Tech University reserves the right to terminate this contract at any time for cause based upon the failure of the Contractor to comply with its terms and/or conditions of the agreement, or failure to fulfill its performance obligations pursuant of the agreement, provided that Louisiana Tech University shall give the Contractor written notice specifying the Contractor's failure. If within thirty days after receipt of such notice, the Contractor has not corrected such failure or, in the case of failure which cannot be corrected in thirty days, begun correction, then the State may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

Remedies for Default:

Any claim or controversy arising from this contract shall be resolved by the provisions of LSA-R.S. 39:1672.2 – 1672.4.

Indemnification:

The Contractor agrees to indemnify and hold the University harmless from any and all claims, demands, liabilities, lawsuits or damages in any way arising out of or based upon the activities or omissions of the Contractor, under this Agreement, including without limitation claims for refund of fees. The University agrees to indemnify and hold the Contractor harmless from any and all claims, demands, liabilities, lawsuits, or damages in any way arising out of or based upon the activities or omissions of the University's personnel.

Auditors:

It is hereby agreed that the Legislative Auditor of the University and/or the Office of the Governor, Division of Administration auditors of Louisiana shall have the option of auditing all accounts of Contractor which relate to this contract.

BID SUBMISSION REQUIREMENTS:

One (1) signed original and two (2) copies of the bid under a sealed cover must be received by August 8, 2016. Any bids received after this date shall be rejected. Bids should be mailed or delivered to:

Louisiana Tech University
Purchasing Department
Keeny Hall Room 408
P.O.Box 3157
Ruston, LA 71272

The outside cover of the package containing the bid shall be marked:

International Student and Scholar Insurance
Bid number
Name of Offeror

NOTICE OF AWARD OF CONTRACT:

Notice of award of a contract based upon lowest qualified bid will be made within 72 hours of bid opening. Selected provider must execute contract within 72 hours and be prepared to provide coverage at the beginning of Fall Quarter 2016 (September 7, 2016).

Response Requirements:

1. Cover Letter- Letter summarizing response signed by an authorized representative of the company.
2. Table of Contents.
3. Company Background- Provide background information on your company, including a statement clarifying whether the Bidder is a sole proprietor, a partnership, a corporation or other legal entity.
4. Plan Description- Provide a description of the proposed plan.

5. Premium- Provide a statement of the premiums for the proposed plan for the coverage period and as a quarterly rate.
6. Exclusions- Describe exclusions as defined by your policy.
7. References- Submit information to document successful and reliable experience and service, including reference information. Each bidder must furnish a list of a minimum of five (5) clients currently begin provided international student and scholar health insurance services.
8. Organizational Chart- Provide an organizational chart showing the staffing and lines of authority for key personnel to be used.
9. Supporting Documents. Documentation not included elsewhere including but not limited to, Power of Attorney certifying agent's authority to bind the Bidder if response is submitted by an agent, a statement that Bidder is authorized to do business in the State of Louisiana and has properly registered to do so.

FALL QUARTER 2016 (TERM 171)

Jun	1	W	International Admissions: applications and transcripts due for all new International Students
Aug	1	M	Undergraduate Admissions: applications for admission or readmission due in Admissions Office
	29	M	1st Schedule Purge for students who have not confirmed or paid: 5:00 p.m.
Sep	5	M	Residence Halls open: 9:00 a.m.
	5	M	LABOR DAY: University Closed
	6	T	International Student Orientation: 8:30 a.m., Tolliver Hall 229
	6	T	Food Service opens, night meal
	7	W	FALL QUARTER 2016 BEGINS
	7	W	General Registration/Fee Payment (for all new/readmitted students & those continuing students who did not complete early registration & fee payment): 8:15 am –6:00 pm (KEEH 207 & KEEH 103)
	7	W	Math Placement Exam: 1:00 p.m., GTMH 311
	7	W	Foreign Language Placement Exam: 3:30 p.m., GTMH 227
	7	W	2nd Schedule Purge for students who have not confirmed or paid:6:00 p.m.
	8	R	CLASSES BEGIN
	8	R	Late Registration and Drop/Add begins.
	12	M	Late Registration ends: last day for Drop/Add and “no-grade” drops
	12	M	Textbook Adoption Forms for Winter Qtr 2017 due to Barnes & Noble (M, Wk 2)
	23	F	Last day to register for Fall graduation. (F, Wk 3)
	30	F	Deadline for completing “I” grade work from Spring & Summer (F, Wk 4)
Oct	7	F	Deadline for faculty submission of “I” grade changes from Spring & Summer (F, Wk 5)
	28	F	Last day to drop courses or resign w/ “W” grades (“F” grades after this date). (F, Wk 8)
Oct - Nov	31 - 18	M- F	<u>Advising, Early Web Registration, Early Schedule Adjustment (Drop/Add), Early Web Fee Payment for Winter Quarter 2017:</u> Veterans, Honors Program Students and Graduate Students: M, Oct. 31 thru F, Nov 18 Seniors: T, Nov 1 thru F, Nov 18 Juniors: R, Nov 3 thru F, Nov 18 Sophomores: M, Nov 7 thru F, Nov 18 Freshmen: W, Nov 9 thru F, Nov 18 <u>BOSS Hours:</u> See URL: https://boss.latech.edu/ <u>BOSS Self-Help Registration Center (KEEH 207) Hours:</u> M–F: 8:15 am to 12:00 pm/12:30 pm to 4:45 pm <u>1st Purge for Winter:</u> F, November 18, 5:00 p.m.
	15	T	Degree candidate grades due on Faculty BOSS
	17	R	LAST DAY OF CLASSES
	17	R	Food Service closes after night meal.
	18	F	Residence Halls close: 12:00 noon
	19	S	Fall Commencement Exercises, Thomas Assembly Center: 10:00 a.m.
	19	S	FALL QUARTER 2016 ENDS
	21	M	All other grades due on Faculty BOSS
	22	T	Grades “live” on Student BOSS
	24- 25	R- F	THANKSGIVING HOLIDAYS: University Closed

Developed by: University Registrar

Council of Academic Deans (CADs): First Draft Reviewed 2-20-2014; Second Draft Reviewed 3-2-2015; Implementation Approved 2-5-2016

President’s Administrative and Planning Council (APC): First Draft Reviewed 3-12-2014; Second Draft Reviewed 3-18-2015; Implementation Approved 2-10-2016

A/O: March 21, 2016

WINTER QUARTER 2017 (TERM 172)

Sep	1	R	International Admissions: applications and transcripts due for all new International Students
Nov	1	T	Undergraduate Admissions: applications for admission or readmission due in Admissions Office
	18	F	1st Schedule Purge for students who have not confirmed or paid: 5:00 p.m.
	22	T	New students (freshmen & transfer) that have been admitted & advised may register & pay tuition/fees. This includes readmitted students.
	24-25	R-U	THANKSGIVING HOLIDAYS: University Closed
	27	U	Residence Halls open: 1:00 p.m.
	28	M	Food Service opens, night meal
	28	M	International Student Orientation: 8:30 a.m., Tolliver Hall 229
	29	T	WINTER QUARTER 2017 BEGINS
	29	T	General Registration/Fee Payment (for all new/readmitted students & those continuing students who did not complete early registration & fee payment): 8:15 am –6:00 pm (KEEH 207 & KEEH 103)
	29	T	Math Placement Exam: 1:00 p.m., GTMH 311
	29	T	Foreign Language Placement Exam: GTMH 227
	29	T	2nd Schedule Purge for students who have not confirmed or paid 6:00 p.m.
	30	W	CLASSES BEGIN
	30	W	Late Registration and Drop/Add begins.
Dec	2	F	Late Registration ends: last day for Drop/Add and "no-grade" drops
	5	M	Textbook Adoption Forms for Spring Qtr 2017 due to Barnes & Noble (M, Wk 2)
	16	F	Last day to register for Winter graduation. (F, Wk 3)
	20	T	CHRISTMAS HOLIDAYS BEGIN @ end of classes: University Closes
	20	T	Residence Halls close: 7:00 p.m.
	20	T	Food Service closes after night meal
Jan 2017	3	T	Residence Halls open: 1:00 p.m.
	3	T	Food Service opens, night meal
	4	W	CHRISTMAS HOLIDAYS END. Classes resume @ 8:00 a.m.
	6	F	Deadline for completing "I" grade work from Fall (F, Wk 4)
	13	F	Deadline for faculty submission of "I" grade changes from Fall (F, Wk 5)
	16	M	ML KING, JR. Birthday Observance: University Closed
	17	T	ML KING, JR. Birthday Observance ends. Classes resume @ 8:00 a.m.
Feb	3	F	Last day to drop courses or resign with "W" grades ("F" grades after this date) (F, Wk 8)
	6-24	M-F	Advising, Early Web Registration, Early Schedule Adjustment (Drop/Add), Early Web Fee Payment for Spring Qtr. 2017: Veterans, Honors Program Students, and Graduate Students: M, Feb 6 thru F, Feb 24 Seniors: T, Feb 7 thru F, Feb 24 Juniors: R, Feb 9 thru F, Feb 24 Sophomores: M, Feb 13 thru F, Feb 24 Freshmen: W, Feb 15 thru F, Feb 24 BOSS Hours: See URL: https://boss.latech.edu/ BOSS Self-Help Registration Center (KEEH 207) Hours: M-F: 8:15 am to 12:00 pm/12:30 pm to 4:45 pm 1st Purge for Spring: F, Feb 24, 5:00 p.m.
	21	T	Degree candidate grades due on Faculty BOSS
	23	R	LAST DAY OF CLASSES
	23	R	Food Service closes after night meal.
	24	F	Residence Halls close: 12:00 noon
	24	F	1st Schedule Purge for students who have not confirmed or paid: 5:00 p.m.
	25	S	Winter Commencement Exercises, Thomas Assembly Center: 10:00 a.m.
	25	S	WINTER QUARTER 2017 ENDS
	27	M	All other grades due on Faculty BOSS
	28	T	Grades "live" on Student BOSS
	28	T	MARDI GRAS Observed. University Closed.
Mar	1	W	University Offices Reopen.

Developed by: University Registrar

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President's Administrative and Planning Council (APC): First Draft Reviewed 3-12-2014; Second Draft Reviewed 3-18-2015; Implementation Approved 2-10-2016

A/O: February 15, 2016

SPRING QUARTER 2017 (TERM 173)

Dec	1	R	International Admissions: applications and transcripts due for all new International Students
Feb	1	W	Undergraduate Admissions: applications for admission or readmission due in Admissions Office
	24	F	1st Schedule Purge for students who have not confirmed or paid: 5:00 p.m.
	28	T	MARDI GRAS Observed. University Closed.
Mar	1	W	University Offices Reopen.
	1	W	New students (freshmen & transfer) that have been admitted & advised may register & pay tuition/fees. This includes readmitted students.
	5	U	Residence Halls open: 1:00 p.m.
	6	M	Food Service opens, night meal
	6	M	International Student Orientation: 8:30 a.m., Tolliver Hall 229
	7	T	SPRING QUARTER 2017 BEGINS
	7	T	General Registration/Fee Payment (for all new/readmitted students & those continuing students who did not complete early registration & fee payment): 8:15 am –6:00 pm (KEEH 207 & KEEH 103)
	7	T	Math Placement Exam: 1:00 p.m., GTMH 311
	7	T	Foreign Language Placement Exam: GTMH 227
	7	T	2nd Schedule Purge for students who have not confirmed or paid 6:00 p.m.
	8	W	CLASSES BEGIN
	8	W	Late Registration and Drop/Add begins
	10	F	Late Registration ends: last day for Drop/Add and “no grades” drops
	13	M	Textbook Adoption Forms for Summer Qtr 2017 due to Barnes & Noble (M, Wk 2)
	24	F	Last day to register for Spring graduation (F, Wk 3)
	31	F	Deadline for completing “I” grade work from Winter (F, Wk 4)
Apr	3	M	Textbook Adoption Forms for Fall Qtr 2017 due to Barnes & Noble (M, Wk 5)
	7	F	Deadline for faculty submission of “I” grade changes from Winter (F, Wk 5)
	13	R	EASTER HOLIDAY BEGINS @ end of classes: University Closes/Food Services Closes
	17	M	EASTER HOLIDAY ENDS. Classes resume @ 5:00 p.m.
	17	M	Food Service opens, night meal
	28	F	Last day to drop courses or resign with “W” grades. (“F” grades after this date) (F, Wk 8)
May	1 - 19	M - F	Advising, Early Web Registration, Early Schedule Adjustment (Drop/Add), Early Web Fee Payment for Summer & Fall Quarter 2017: Veterans, Honors Program Students, and Graduate Students: M, May 1 thru F, May 19 Seniors: T, May 2 thru F, May 19 Juniors: R, May 4 thru F, May 19 Sophomores: M, May 8 thru F, May 19 Freshmen: W, May 10 thru F, May 19 BOSS Hours: See URL: https://boss.latech.edu/ BOSS Self-Help Registration Center (KEEH 207) Hours: M-F: 8:15 am to 12:00 pm/12:30 pm to 4:45 pm 1st Purge for Summer: F, May 19, 5:00 p.m. 1st Purge for Fall: M, August 28, 5:00 p.m.
	16	T	Degree candidate grades due on Faculty BOSS
	19	F	LAST DAY OF CLASSES
	19	F	Food Service closes after night meal.
	20	S	Residence Halls close 12:00 noon
	20	S	Spring Commencement Exercises, Thomas Assembly Center: 10:00 a.m.
	20	S	SPRING QUARTER 2017 ENDS
	23	T	All other grades due on Faculty BOSS
	24	W	Grades “live” on Student BOSS

Developed by: University Registrar

Council of Academic Deans (CADs): First Draft Reviewed 2-20-2014; Second Draft Reviewed 3-2-2015; Implementation Approved 2-5-2016

President’s Administrative and Planning Council (APC): First Draft Reviewed 3-12-2014; Second Draft Reviewed 3-18-2015; Implementation Approved 2-10-2016

A/O: February 15, 2016

SUMMER QUARTER 2017 (TERM 174)

Mar	1	W	International Admissions: applications and transcripts due for all new International Students
May	1	M	Undergraduate Admissions: applications for admission or readmission due in Admissions Office
	19	F	1st Schedule Purge for Students who have not confirmed or paid 5:00 p.m.
	28	U	Residence Halls open: 1:00 p.m.
	29	M	MEMORIAL DAY: University Closed
	30	T	Food Service opens, night meal
	30	T	International Student Orientation: 8:30 a.m. Tolliver Hall 229
	31	W	SUMMER QUARTER 2017 BEGINS
	31	W	Math Placement Exam: 1:00 p.m. GTMH 311
	31	W	Foreign Language Placement Exam: GTMH 227
	31	W	General Registration/Fee Payment (for all new/readmitted students & those continuing students who did not complete early registration & fee payment): 8:15 am – 5:00 pm (KEEH 207 & KEEH 103)
	31	W	2nd Schedule Purge for Students who have not confirmed or paid (12-week and 1st Summer Session) 5:00 p.m.
Jun	1	R	CLASSES BEGIN: 12-week & first 6-week session
	1	R	Late Registration and Drop/Add begins.
	5	M	Late Registration ends: last day for Drop/Add and "no-grade" drops: 12-week & first 6-week session
	12	M	CLASSES BEGIN: First 3-week session (Sections 38-39)
	xx	xx	Last day to drop courses or resign with "W" grades ("F" grades after this date) See Drop Dates Table in "Racing Form"
	16	F	Last day to register for Summer graduation. (F, Wk 3)
	30	F	CLASSES END: First 3-week session (Sections 38-39)
	30	F	INDEPENDENCE DAY HOLIDAY begins @ end of classes.
Jul	3	M	INDEPENDENCE DAY HOLIDAY Observed: University Closed/Food Services Closed
	4	T	INDEPENDENCE DAY HOLIDAY Observed: University Closed/Food Services Closed
	5	W	CLASSES RESUME: 12-week & first 6-week session
	7	F	CLASSES END: First 6-week session (Sections 30-37)
	10	M	CLASSES BEGIN: Second 6-week session (Sections 60-67)
	10	M	CLASSES BEGIN: Second 3-week session (Sections 68-69)
	10	M	Late Registration and Drop/Add begins: second 3- & 6-week sessions only.
	11	T	Late Registration ends: last day for Drop/Add and "no-grade" drops: second 3- & 6-week sessions only.
	11	T	3rd Schedule Purge for Students who have not confirmed or paid (registered for 2nd Session only) 4:30 p.m.
	12	W	Grades for first 6-week and 3-week session classes (Sections 30-39) due on Faculty BOSS by 3:30 p.m. (W, Wk 7)
	28	F	CLASSES END: Second 3-week session (Sections 68-69)
Aug	11	F	LAST DAY OF CLASSES: 12-week and second 6-week session
	11	F	Food Service closes after night meal.
	12	S	Residence Halls close: 12:00 noon
	14	M	Degree candidate grades due on Faculty BOSS
	15	T	All other grades due on Faculty BOSS
	16	W	Grades "live" on Student BOSS
	17	R	Summer Commencement Exercises, Thomas Assembly Center: 10:00 a.m.
	17	R	SUMMER QUARTER 2017 ENDS

Developed by: University Registrar

Council of Academic Deans (CADs): First Draft Reviewed 3-2-2015; Second Draft Reviewed 2-5-2016; Implementation Approved _____

President's Administrative and Planning Council (APC): First Draft Reviewed 3-18-2015; Second Draft Reviewed 2-10-2016; Implementation Approved _____

A/O: February 15, 2016

School Name

LOUISIANA TECH UNIVERSITY

School #

617

State

LA

Plan Year	Student Count	Number of Claims	Premium Received	Claims Incurred	Loss Ratio
2015-2016	491	549	\$228,076.71	\$133,336.56	58%
2014-2015	591	476	\$474,999.59	\$316,525.31	67%
2013-2014	613	297	\$361,974.81	\$122,235.46	34%
2012-2013	0	0	\$0.00	\$0.00	0%

Age: 0-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60+	Factor
49.78%	15.12%	3.23%	0.44%	0.15%	0.29%	0.00%	0.00%	1.084	

Claims Detail	Number of Claims over \$5000	Amount of Claims over \$5000	Number of Sport Claims	Amount of Sport Claims	Students with one claim	Students with two claims	Students with three or more claims	Students Utilizing the Plan	Number of Claims over \$50K	Amount of Claims over \$50K
2015-2016	1	\$21,473.03	0	\$0.00	21	6	58	85	0	\$0.00
2014-2015	6	\$178,665.41	0	\$0.00	21	12	41	74	2	\$145,862.87
2013-2014	3	\$36,346.45	0	\$0.00	16	9	38	63	0	\$0.00
2012-2013	0	\$0.00	0	\$0.00	0	0	0	0	0	\$0.00

TOS Detail	Top TOS Name	Top TOS Amount	2nd TOS Name	2nd TOS Amount
2015-2016	EMERG ROOM FACILITY	\$27,655.38	OP HOSP SURG FACILITY	\$23,023.03
2014-2015	INPATIENT HOSP FACILITY	\$145,862.87	EMERG ROOM FACILITY	\$47,291.04
2013-2014	EMERG ROOM FACILITY	\$24,969.23	INPATIENT HOSP FACILITY	\$24,154.67
2012-2013		\$0.00		\$0.00

TOS Detail	3rd TOS Name	3rd TOS Amount	4th TOS Name	4th TOS Amount
Continued	XRAY	\$12,654.33	EMERG ROOM PROF FEE	\$11,630.10
2015-2016	OP HOSP SURG FACILITY	\$17,137.27	SURGERY	\$15,395.73
2014-2015	RX REIMB	\$12,992.80	EMERG ROOM PROF FEE	\$7,257.88
2013-2014		\$0.00		\$0.00
2012-2013		\$0.00		\$0.00

LOUISIANA TECH UNIVERSITY
INTERNATIONAL STUDENT OFFICE
COUNT OF ENROLLED STUDENTS BY COUNTRY
FALL 2015

COUNTRY			GRAD	UG	TOTAL
AUSTRALIA	AUS	AU	0	1	1
BAHAMAS	BHS	BS	0	4	4
BANGLADESH	BGD	BD	20	2	22
BARBADOS	BRB	BB	0	1	1
BELGIUM	BEL	BE	0	1	1
BOLIVIA	BOL	BO	0	11	11
BRAZIL	BRA	BR	0	1	1
CAMEROON	CMR	CM	2	8	10
CANADA	CAN	CA	1	5	6
CHINA	CHN	CN	82	17	99
COLOMBIA	COL	CO	0	1	1
COTE D'IVOIRE	CIV	CD	0	1	1
DOMINICA	DMA	DM	1	0	1
ECUADOR	ECU	EC	0	1	1
EL SALVADOR	SLV	SV	0	2	2
ETHIOPIA	ETH	ET	0	2	2
FINLAND	FIN	FI	0	1	1
FRANCE	FRA	FR	0	7	7
GABON	GAB	GA	1	0	1
GERMANY		DE	2	1	3
GHANA	GHA	GH	1	0	1
GUYANA	GUY	GY	1	0	1
HAITI	HTI	HT	0	1	1
HONDURAS	HND	HN	1	2	3
HUNGARY	HUN	HU	1	0	1
ICELAND	ISL	IS	1	1	2
INDIA	IND	IN	55	9	64
IRAN	IRN	IR	3	3	6
IRAQ	IRQ	IQ	0	1	1
ITALY	ITA	IT	0	1	1
JAMAICA	JAM	JM	1	1	2
JAPAN	JPN	JP	2	2	4
JORDAN	JOR	JO	2	1	3
KAZAKHSTAN		KZ	1	0	1
KENYA	KEN	KE	2	3	5
KIRIBATI	KIR	KI	0	1	1
LATVIA		LV	0	1	1
LIBYA	LBY	LY	1	1	2
MACEDONIA		MK	0	1	1
MALAYSIA	MYS	MY	0	1	1
MALI	MLI	ML	0	1	1
MEXICO	MEX	MX	1	7	8
MOROCCO	MAR	MA	0	2	2
NEPAL	NPL	NP	27	41	68
NEW ZEALAND	NZL	NZ	1	1	2
NIGERIA	NGA	NG	10	15	25

LOUISIANA TECH UNIVERSITY
INTERNATIONAL STUDENT OFFICE
COUNT OF ENROLLED STUDENTS BY COUNTRY
FALL 2015

COUNTRY			GRAD	UG	TOTAL
PAKISTAN	PAK	PK	0	1	1
PARAGUAY	PRY	PY	0	1	1
PHILIPPINES	PHL	PH	1	1	2
RUSSIA		RU	1	0	1
RWANDA	RWA	RW	0	2	2
SAINT LUCIA	LCA	LC	3	1	4
SAUDI ARABIA	SAU	SA	10	17	27
SERBIA	YUG	RSYU	0	1	1
SLOVAKIA		SK	0	1	1
SOUTH AFRICA	ZAF	ZA	0	2	2
SOUTH KOREA	KOR	KR	1	6	7
SPAIN	ESP	ES	0	3	3
SRI LANKA	LKA	LK	3	11	14
TAIWAN	TWN	TW	5	1	6
TAJIKISTAN		TJ	0	1	1
THAILAND	THA	TH	1	0	1
TRINIDAD AND TOBAGO	TTO	TT	0	2	2
UGANDA	UGA	UG	1	2	3
UNITED ARAB EMIRATES	ARE	AE	0	4	4
UNITED KINGDOM (1S)	GBR	GB	1	3	4
VENEZUELA	VEN	VE	1	2	3
VIETNAM	VNM	VN	1	8	9
YEMEN	YEM	YE	0	1	1
TOTAL			249	235	484

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		
Employer identification number									
				-					

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.