



MCNEESE STATE UNIVERSITY

LAKE CHARLES, LOUISIANA 70609

AN EQUAL OPPORTUNITY INSTITUTION

PHONE: (337) 475-5087

FAX: (337) 475-5082

REQUEST FOR BID

DATE	BID NUMBER
05/27/25	D2600004

PURCHASING CONTACT	PHONE	REQUEST NO.	DEPARTMENT	VENDOR I.D. NO.
Debet Hebert	337-475-5083	R2600012	Sports Medicine	000029655

SEE STANDARD TERMS & CONDITIONS TO BIDDERS.

VENDOR MUST SIGN AND RETURN BID FORM TITLED "STANDARD TERMS & CONDITIONS TO BIDDERS" WITH BID RESPONSE TO BE CONSIDERED FOR BID AWARD.

VENDOR:

Return this bid to McNeese State University
Purchasing Department, 150 Lawton Drive,
Smith Hall room 120A, Lake Charles, LA 70605
or MSU Box 92415, Lake Charles LA 70609

RESPONSE DUE 06/17/25 Bid due @ 2:00 PM

No.	Quantity	Description	Unit	Unit Price	Extension
		Request for Sealed Bid (SB)			
		***** THIS SOLICITATION IS FOR A CONTRACT TO PROVIDE SECONDARY INSURANCE FOR STUDENT ATHLETES AT MCNEESE STATE UNIVERSITY IN LAKE CHARLES, LOUISIANA. - PLEASE READ AND UNDERSTAND THE REQUEST FOR BID AND ALL ATTACHMENTS. - ENTER ANNUAL PREMIUM PRICING WITH ZERO (0) DEDUCTIBLE FOR EXCESS/SECONDARY INSURANCE ON THIS "REQUEST FOR BID" OFFICIAL DOCUMENT.			
1	1	PROVIDE ANNUAL PREMIUM RATE WITH ZERO (0) DEDUCTIBLE FOR THE COVERAGE YEAR BEGINNING JULY 1, 2025 THROUGH JUNE 30, 2026 THE FIRST YEAR. PROVIDE A POLICY WHICH MEETS OR EXCEEDS THE MINIMUM INSURANCE REQUIREMENTS LISTED ON THE	YRS		

Bid must be signed below. I hereby certify that the above bid prices will remain in effect until the goods are delivered if the order is placed within 30 days after bid opening date. Validity of this bid is dependent on the following information:

Delivery _____ days ARO/TERMS _____

Phone () _____

All bids include prepaid delivery, F.O.B. to McNeese State University

THIS IS NOT A PURCHASE ORDER

TOTAL

CONTINUED

Signature _____ Date _____



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No.	Quantity	Description	Unit	Unit Price	Extension
1		Request for Sealed Bid (SB) (Continued ...) ATTACHED SPECIFICATIONS.			

Bid must be signed below. I hereby certify that the above bid prices will remain in effect until the goods are delivered if the order is placed within 30 days after bid opening date. Validity of this bid is dependent on the following information:

Delivery _____ days ARO/TERMS _____

Phone () _____

All bids include prepaid delivery, F.O.B. to McNeese State University

THIS IS NOT A PURCHASE ORDER

TOTAL

Signature _____ Date _____

STANDARD TERMS & CONDITIONS TO BIDDERS
FAX #337-475-5082

PROPOSALS: The proposal must be received by the Purchasing Department, McNeese State University, before the time set for receiving bids. Bids received after the time set will not be considered. Bidder shall assume full responsibility for timely delivery at location designated for receipt of bids. Prices must be clear and be written in ink or typewritten, and the ITB AND Terms & Conditions must be signed in ink. Be sure bid number and due date are clearly shown on outside of package or envelope. Please see return address on the face of the bid form.

STANDARDS OF QUALITY AND ANY ALTERNATE: Any product or service bid shall conform to all applicable Federal and State Laws and Regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.

When a Pre-Bid Conference is scheduled, no alternative will be considered unless the above conditions are complied with and the "Request for Approval of Alternate" form is completed and returned. This form will be attached when applicable. Only alternates which are approved and acknowledged by addendum following the Pre-Bid Conference will be considered for award at the bid opening. **DO NOT SUBMIT BIDS ON UNAPPROVED ALTERNATES.**

The burden of proof of the merit of the proposed substitute is upon the proposer. The Purchasing Director's decision of approval or rejection of a proposed substitute shall be final.

SAMPLES/DESCRIPTIVE LITERATURE: The envelope/package containing samples and/or descriptive literature submitted by mail for consideration at the Pre-Bid Conference must be labeled in accordance with the instructions given on the "Request for Approval of Alternate" form.

When requested, samples submitted will be returned at bidder's risk and expense provided they have not been made useless through tests.

PRICES: Unless otherwise specified by McNeese 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. Bids other than F.O.B. destination may be rejected. Prices should be quoted in the unit (each, box, case, etc.) as specified in the solicitation.

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 McNeese during normal working hours. Written bid tabulations will not be furnished.

AWARD OF BIDS: McNeese State University reserves the right to award items separately, grouped, or on an all-or-none basis, and to reject any or all bids and waive any informalities incident thereto.

DELIVERY FAILURE: If the vendor fails to make delivery within the time specified on bid documents or within a reasonable time if no delivery time is specified McNeese reserves the right to cancel the item and to purchase it elsewhere. Any increase in price and/or cost of handling will be charged to the vendor making the original unsatisfactory delivery. Consistent unsatisfactory deliveries will be considered just cause for deleting a vendor from bid lists.

TERMINATION OF THIS AGREEMENT FOR CAUSE/CONVENIENCE: McNeese may terminate this agreement for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this agreement, provided that McNeese shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then McNeese may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of McNeese to comply with the terms and conditions of this agreement, provided the Contractor shall give McNeese written notice specifying McNeese's failure and a reasonable opportunity for McNeese to cure the defect.

McNeese may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

SOLICITATIONS FOR (MOST) GOODS, NOT SERVICES, INCLUDE THE LOUISIANA PRODUCT PREFERENCE AS STATED BELOW:
IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1604, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

Do you claim this Preference? YES _____ NO _____

Specify Line Number(s): _____

Specify location within Louisiana where this product is manufactured, produced, grown or assembled: _____
NOTE: If more space is required, include on separate sheet.)

Do you have a Louisiana business workforce? YES _____ NO _____

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? YES _____ NO _____

IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reflected by a corporate resolution, certificate or affidavit; or
3. Other documents indicating authority which are acceptable to the public entity.

By signing and returning this document (along with bid), you are certifying compliance with all Terms and Conditions set forth.

Signature & Company Name

Date

BID FOR SECONDARY INSURANCE FOR STUDENT ATHLETES
CONDITIONS AND SPECIFICATIONS
INITIAL TERM 2025-2026 FISCAL YEAR
McNEESE STATE UNIVERSITY
BID D2600003

IMPORTANT DATES

Deadline for inquiries regarding the bid is **June 9, 2025.**

Bid due date and time is **June 17, 2025 at 2:00 p.m.**

.....

Purchasing Department Contact: Debet Hebert

Email: debet@mcneese.edu

Phone: 337-475-5083

I. Scope of Solicitation:

Furnish secondary insurance for student athletes at McNeese State University, Lake Charles, Louisiana.

- II. Term:** The initial term of the contract shall begin July 1, 2025 and end June 30, 2026. At the option of the University, and the acceptance of the vendor, this contract may be renewed for four (4) additional twelve (12) month periods (July through June) at the same rates, terms and conditions. Renewals will be from July 1st through June 30th the remaining contract years. This contract shall not exceed sixty (60) months.

III. MANDATORY INSTRUCTIONS FOR BID SUBMISSION:

1. THIS BID MUST BE RETURNED IN A SEALED ENVELOPE/PACKAGE. THE BID NUMBER MUST BE CLEARLY WRITTEN ON THE PACKAGE (i.e. FedEx, USPS, UPS, packages, etc.). FAILURE TO DO SO WILL RESULT IN REJECTION OF THE BID. RETURN TO ONE OF THE ADDRESSES LISTED BELOW.

- a. Your sealed bid may be mailed or delivered by hand or courier service. NOTE: FAX, EMAIL OR ANY OTHER ELECTRONIC SUBMISSIONS ARE NOT ACCEPTABLE.
- b. The address for mailing (U.S. Postal Service): McNeese State University, Purchasing Department, Box 92415, Lake Charles, LA 70609.
- c. The address for hand or courier service: McNeese State University, Purchasing Department, 150 Lawton Drive, Smith Hall, Room 120A, Lake Charles, LA 70607.
- d. Bidder is hereby advised that the U.S. Postal Service (USPS) does not make deliveries to the McNeese Purchasing Department's physical location. If delivering by USPS to the Box listed above, please allow sufficient time for the mail to then be transmitted to the McNeese Purchasing Department. The McNeese Purchasing Department must receive the sealed bid at its physical location by the date and time specified in this bid. Failure to meet the bid opening date and time shall result in rejection of the bid.
- e. Bidder is solely responsible for ensuring that its courier service provider makes insure deliveries to the McNeese Purchasing Department's physical location. The McNeese Purchasing Department is not responsible for any delays caused by the Bidder's chosen means of delivery. Bidder is solely responsible for the timely delivery of its bid. Failure to meet the bid opening date and time shall result in rejection of the bid.

- 2. Pricing must be provided on the "REQUEST FOR BID" form provided.**

3. **Number of Bid Response Copies:** Each Bidder should submit one (1) signed original response (clearly marked as original) and two (2) additional bid copies and one (1) searchable digital copy with your bid response. The original **must CONTAIN ORIGINAL SIGNATURES** of those company officials or agents duly authorized to sign on behalf of the organization.

IV. Definitions:

1. Contractor – The person who contracts with McNeese State University to perform the work/service as called for on these documents and is referred to as singular in number.
2. Owner – McNeese State University (MSU).

V. General Information:

1. **Payment Terms:** Net 30 after receipt of properly executed invoice or delivery and acceptance, whichever is later.
2. **Interpretation of Solicitation/Bidder Inquiries:** If Bidder is in doubt as to the meaning of any part or requirement of this solicitation, Bidder may submit a written request for interpretation to the McNeese state University purchasing Contact at the email address on page 1 of this solicitation. Written inquiries must be received in the McNeese state University Purchasing Department no later than seven (7) calendar days prior to the opening of bids' and shall be clearly cross-referenced to the relevant solicitation/specification in question.

No decisions or actions shall be executed by any Bidder as a result of oral discussions with any McNeese state University employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the McNeese State University Purchasing Department. It is the responsibility of the bidder, prior to submitting their bid, to periodically visit the state of Louisiana Purchasing Department LaPAC website, or contact the McNeese State University Purchasing Department, to identify if any addendums were issued. McNeese State University shall not be responsible for any other interpretations or assumptions made by the Bidder.

3. **Taxes:** Vendor is responsible for including all applicable taxes in the bid price. McNeese State University is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.
4. **Terms and Conditions:** This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in its bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana.
5. **Vendor Forms/McNeese State University Signature Authority:** The terms and conditions of the McNeese State University solicitation, purchase order and contract shall solely govern the purchase agreement, and shall not be amended by any vendor contract, form, etc.

The University's Director of Purchasing is delegated sole authority to execute/sign any vendor contracts, forms, etc., on behalf of McNeese State University as a result of any award of the solicitation. Departments are expressly prohibited from signing any vendor forms.

Any such vendor contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by McNeese State University in any dispute arising therefrom. Vendors who present any such forms to department users for signature without regard to this strict McNeese State University policy may face contract cancellation, suspension, and/or debarment.

6. **Awards:** The award of this bid will be based on the proposal judged to be in the best interest of MSU, and the judgment in this regard shall be considered final. Any agreement resulting from this request shall be awarded to the proposer provided the “best value” to MSU athletic department and our student athletes. MSU is not required to accept the lowest upfront premium as we understand the unique nature of accident insurance and see the value in establishing a long-term partnership with a company that can contain our costs well beyond the initial premium offer. The University reserves the right to award the items separately, grouped, or on an all-or-none basis, and to reject any or all bids and to waive any informalities including technicalities in specifications that would preclude competition. All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract. Discounts for less than 1% and or less than thirty (30) days will not be considered in making awards.

The successful bidder will be required to assume responsibility for all services and/or products offered in his/her bid whether or not he/she produces them. Further, McNeese State University will consider the selected bidder to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

7. **Acceptance of Bid:** Only the issuance of an official McNeese State University purchase order, contract, Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University’s acceptance of a bid. McNeese State University shall not be responsible in any way to a vendor for goods delivered or services rendered without an official purchase order and/or contract.
8. **Applicable Law:** All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
9. **Delinquent Payment Penalties:** Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Vendor penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by McNeese State University in any dispute arising therefrom.
10. **Contract Cancellation/Termination:** McNeese State University has the right to cancel any contract for cause, in accordance with purchasing rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the vendor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.

McNeese State University has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the vendor. In such cases, the vendor shall be entitled to payment for compliant deliverables in progress.

11. **Prohibited Contractual Arrangements:** Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant’s immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the

supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.

- 12. Equal Employment Opportunity Compliance:** By submitting and signing this bid, vendor agrees to abide by the requirements of the following as applicable: Title VI and VII 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 Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Vendor 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, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by vendor, 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.
- 13. Mutual Indemnification:** Each party hereto agrees to indemnify, defend, and hold the other, the State of Louisiana, any governing board, each party's officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.
- 14. Certification of No Suspension or Debarment:** By signing and submitting this bid, Bidder certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed at www.epls.gov.
- 15. Nonperformance:** Successful Bidder is required to perform in strict accordance with all contract specifications, terms, and conditions. Successful Bidder will be advised in writing of nonperformance issues and shall be required to promptly implement corrective actions to ensure contract compliance and to prevent recurrences. In the event the successful Bidder is issued three or more complaints of nonperformance, McNeese State University reserves the right at its sole discretion to cancel the contract with a ten (10) day written notice. Contract cancellations due to nonperformance may be cause to deem vendor non-responsible in future solicitations.
- 16. Non-Exclusivity:** This agreement is non-exclusive and shall not in any way preclude McNeese State University from entering into similar agreements and/or arrangements with other Vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.
- 17. Contract Amendments:** Requests for contract changes must be made in writing by an authorized agent/signatory of the Vendor and submitted to the McNeese State University Purchasing Department for prior approval. Requests shall include detailed justification and supporting documentation for the proposed amendment.

Contract revisions shall be effective only upon approval by McNeese State University Purchasing Department and issuance of a formal McNeese State University Contract Amendment. The Vendor shall honor purchase orders issued prior to the approval of any contract amendment as applicable.

18. Term of Contract: The duration of this Contract commences from the date specified herein or date of award notification and continues until the University accepts final delivery of all deliverables. Total initial contract period not to exceed Twelve (12) months (based on the fiscal year period), unless renewal terms are specified in the solicitation documents. All terms of the solicitation shall be firm for the duration of the Contract. NOTE: The initial contract period for some solicitations may be a thirty-six (36) month term depending on the service required. At no time shall the contract exceed sixty (60) months.

19. Notification of Fund Appropriation: 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 appropriations for the year from exceeding revenues for that year or for any lawful purpose and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated. All Bidders should be aware that our Legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

20. Prohibition of Discriminatory Boycotts of Israel: In accordance with LA R.S. 39:1602:1, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel.

The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the contract.

21. Piggy Back Clause: McNeese State University is asking all responding vendors to indicate their willingness to extend the terms of resulting contracts, inclusive of price, to other Louisiana state agencies and/or universities. While this clause in no way commits any state agency and/or university to purchase from the awarded vendor, nor does it guarantee any additional orders will result, it does allow state agencies and/or universities, at their discretion, to make use of the McNeese State University's competitive process (provided said process satisfies their own procurement guidelines) and purchase directly from the awarded contractor. All purchases made by other state agencies and/or universities shall be understood to be transactions between that state agency and/or university and the awarded vendor. McNeese State University shall not be responsible for any such purchases.

22. Right to Audit: The University shall be entitled to audit the books and records of a supplier or any subcontractor under any negotiated contract or subcontract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the supplier for a period of five (5) years from the date of final payment under the prime contract and by the subcontractor for a period of five (5) years from the date of final payment under the subcontract, pursuant to LAC 34:XIII.1603

NOTICE TO VENDORS

LOUISIANA'S HUDSON (SMALL ENTREPRENEURSHIP) AND VETERAN INITIATIVE

The Louisiana Initiative for Small Entrepreneurships (the Hudson Initiative) and the Veteran Initiative (Veteran Small Entrepreneurship) are race and gender neutral goal-oriented programs which encourage State agencies to contract with and encourage contractors who receive contracts from the State to use good faith efforts to utilize certified small entrepreneurships and certified veteran or service-connected disabled veteran owned small entrepreneurships as subcontractors in the performance of the contract. The primary intent of the programs are to provide additional opportunities for Louisiana-based small entrepreneurships that are certified by the Louisiana Department of Economic Development (LED) to participate in contracting and procurement with the State.

Small entrepreneurships that are not currently certified and are interested in participating in procurement and contracting opportunities with the State are encouraged to visit <https://www.opportunitylouisiana.gov/small-business/special-programs-for-small-business/hudson-initiative> or <https://www.opportunitylouisiana.gov/small-business/special-programs-for-smallbusiness/veteran-initiative> for qualification requirements and on-line certification. After certification, businesses are encouraged to register in the [LaGov Supplier Portal](#).

SPECIFICATIONS

McNeese State University desires to purchase secondary/excess insurance for student athletes.

The insurance premium will be paid by the University and will be required coverage for all McNeese State University domestic student athletes (excluding international student-athletes).

The University will establish a blanket purchase order for use in purchasing insurance as needed for the period beginning July 1, 2025 through June 30, 2026. There will be four (4) one-year options to renew if mutually agreed upon by both parties.

PRIOR TO ANY RENEWAL TERM, THE CONTRACTOR MAY REQUEST A PRICE INCREASE FOR THAT RENEWAL TERM BASED ON DOCUMENTED INCREASED COSTS. THE PRICE INCREASE MAY NOT BE GREATER THAN THE CONSUMER PRICE INDEX OR THE MEDICAL INFLATION INDEX, WHICHEVER IS LOWER. THE UNIVERSITY RESERVES THE RIGHT TO APPROVE, DISAPPROVE OR NEGOTIATE THE PRICE INCREASES.

The Insurance Company providing the insurance must have an AM best rating of A-:VI or better.

Bidders shall be in the college athletic insurance business for at least five (5) years, as well as provide ten current university clients, including three Southland Conference contracts with contact names and phone numbers.

The successful bidder must be flexible in communicating with university representatives by email or phone with response time of not more than twenty-four (24) hours.

The estimated quantity of insurance to be purchased will be approximately 325-375. This is an estimated amount only. The actual amount may be more or less.

Bidders are to provide a policy which meets or exceeds the minimum specifications listed below.

Covered participants must be students of McNeese State University who are engaged in athletic activities sponsored by MSU. Participants must be on an active roster at the University for the sports teams which include: Baseball, Football, Men's/Women's Basketball, Men's/Women's Cross Country, Women's Tennis, Men's/Women's Indoor/Outdoor Track and Field, Women's Volleyball, Women's Beach Volleyball, Women's Soccer, and Women's Softball and non-competitive cheerleading.

PERIOD OF COVERAGE: Coverage will begin 12:01 a.m. eastern standard time on the latest of the following: A) The date the application and premium are received, B) The date requested in the application for coverage.

Coverage will end on the earlier of the following: A) The date requested in the application, B) The date of termination of the policy according to policy provisions.

Accidental Death and Dismemberment: \$10,000/\$500,000 Aggregate

Policy Type: Excess (non-duplication)

Deductible: Zero deductible plan

Expanded Medical: Included

HMO/PPO Denials: Included

Heart and Circulatory: Included

Off-season conditions: Included

Guest/Recruit: Including coverage for PSA basketball and football tryouts up to policy limit (\$90,000)

Physical Therapy: 100% to plan max (\$90,000)

Dental Benefit: 100% to plan max (\$90,000)

Orthopedic Appliance: 100%

Ambulance Services: 100%

Benefit period: 104 weeks (2 years)

Incurring period for first expense: 90 days or within a reasonable time period

Coverage Term: Annual

Proposed Effective Date: July 1, 2025

Other:

- 1) Bidders must also provide a quote for High Limit AD&D with catastrophic cash specific benefit of \$2,500,000 and \$10,000,000 aggregate limit.
- 2) Bidders may be required to meet with MSU staff during the bid review and decision-making process to field any questions or clarify any proposed benefits. These specific meetings **MUST BE IN PERSON** and/or video conference will be scheduled after preliminary bid reviews are completed. Selected companies will be given at least forty-eight (48) hours' notice to make travel arrangements.
- 3) Bidders must be able to provide MSU with a solution to verify athletes' primary insurance coverage and detail out the specifics of this program (including example result spreadsheets) as well as specific pricing on a monthly or per verification basis.
- 4) Bidders must provide evidence of ability to pay claims within ten (10) days.
- 5) Bidders should be able to provide international student insurance coverage international students that arrive to campus without primary coverage (paid by the student). Include schedule of benefits, exclusions and rates for male and female in our zip code between the ages of 18 and 29 years old. Insurance provided for international students must meet the minimum federal requirements for international student insurance.
- 6) Broker must provide a prescription medicine/pharmacy discount program at no additional cost to MSU. Please provide a brief overview of this program.
- 7) Market and obtain quotations, evaluate and report on an insurer's financial status, place and service the desired insurance coverages on an annual basis.
- 8) Provide annual loss runs for each policy a minimum of sixty (60) days before expiration, including any prior year with open losses.
- 9) Broker or insurance carrier must provide an annual welcome packet that includes copies of our policies, secondary insurance ID cards and login information to obtain this information online securely.
- 10) Requesting that the bidder submit an outline of primary insurance offerings for athletes that do not have primary insurance (plans for domestic and international students, paid by the student).
Covered Sports: Baseball, Football, Men's/Women's Basketball, Men's/Women's Cross Country, Women's Tennis, Men's/Women's Indoor/Outdoor Track and Field, Women's Volleyball, Women's Beach Volleyball, Women's Soccer, and Women's Softball and non-competitive cheerleading.