Request for Proposals to Engage with Medical Scheme Industry Experts who can supply Medical Scheme Brokerage Services or a Group medical Scheme service provider that can supply medical scheme options for CSA Staff.

Opportunity closing date:  
12 February 2021

Opportunity type:  
Request for Proposal

Introduction
Conservation South Africa (CSA), as a local affiliate of Conservation International (CI), is committed to helping societies adopt a more sustainable approach to development, one that considers and values nature and improves human well-being through the conservation of healthy ecosystems and the goods and services they provide. CSA has offices in Johannesburg, Cape Town, Springbok, Matatiele and Hoedspruit and is regularly required to bring on short term (12 months or less) contract staff to implement specific projects.

Background
The purpose of this Request for Proposal is to engage with experts in the medical scheme industry who are interested in the supply of Medical Scheme Brokerage Services or a medical scheme service provider that can supply medical scheme options for CSA short term (12 months or less) contract staff with an option to extend where staff are retained, and with an option for permanent staff to join should they wish to.

Scope of Work
CSA requires advisory services of a Medical Scheme Brokerage or a Medical Scheme Service Provider who can supply multiple options/plans (at least 3) for a group medical scheme that allows flexible onboarding and exiting of staff throughout the year for short term contract staff (12 months or less) with an option to extend where staff are retained. The group scheme should be able to accept payment directly from the company (CSA) and provide a hassle-free brokerage to staff and the company. CSA onboards between 10 and 40 short term contract staff annually and has 53 longer term staff.

Services to be provided.
The Medical Scheme Broker or Medical Scheme Service provider must be able to provide the required services at the following sites.

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<tr>
<th>TOWN/PROVINCE</th>
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<td>Springbok, Northern Cape</td>
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<td>Matatiele, Eastern Cape</td>
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<td>Hoedspruit, Limpopo</td>
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<td>Acornhoek, Mpumalanga</td>
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<td>Cape Town, Western Cape</td>
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<td>Johannesburg, Gauteng</td>
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The service provider is to present possible options of medical scheme coverage for employees only and is limited to a total monthly contribution of R1,200 per month with options of lower schemes as well.

The scope of cover for the medical scheme should encompass the following:

- In-patient
  - Private room only if semi-private is unavailable.
- Outpatient Care
- Visits to physicians, including visits for mental health, specialist physician visits, labs, and x-rays.
- Emergency medical services - Medical evacuations with road and air ambulance
- Well baby/childcare clinics.
- Immunizations including travel.
- Mammograms
- Women’s preventive care
- Adult preventive care
- Prostate, colorectal, and gynecological cancer screenings
- No limits on pre-existing conditions – chronic or congenital
- Pharmacy: All prescription drugs
- Maternity and prenatal care
- Employee Assistance
- Virtual Doctor Assistance

The successful bidder will be responsible for all administrative requirements needed for the employee sign up.

**Skills Required**
The bidders must hold the necessary accreditation and licensing from the Council of Medical Schemes (CMS) and Financial Service Board (FSB). Additional expertise in providing staff with education regarding the correct use of medical aid and other financial services in more than two South African languages is an added benefit.

**Confidentiality**
By accepting this invitation to take part in the bid process, you agree to keep in confidence all information provided to you, whether written or oral, in relation to the bid process and/or in relation to the organization’s business generally which is not already in the public domain, to use it only for the purposes of this bid and for no other reason and not to disclose any of the said information to any third party.

**Bid Process**
Bidders responding to this Request for Proposals (RFP) are due, via e-mail, by 12:00 on Friday, 12 February 2021 and should be made to csaprocurement@conservation.org. Proposals received after the deadline will not be considered.

The quote should include:
- A brief company profile including the qualifications, experience, capacity of the applicant, all necessary accreditation and licenses as well as a comprehensive client list.
- A valid BBBEE certificate
- A tax clearance certificate
- A list of 3 medical schemes options from a Medical Schemes Broker and at least 3 plan options for direct medical schemes service providers
- A motivation outlining the services the brokerage can provide to support the implementation of a Group Medical Aid Scheme for short term contract staff and those other staff who wish to make use of the Group Scheme.

Inquiries should be directed to trode@conservation.org. Applicants who have received no response within 7 days of the closing should kindly assume that their bid was unsuccessful. CSA reserves the right not to appoint a service provider.