

Conditions

of Voluntary Medical Insurance (VMI) program for NP “AEB” members for a period 01.01.2018 —30.06.2020

The VMI program has been created for NP “AEB” (hereinafter “AEB”) member companies only (hereinafter the “Clients”).

The following list of services should be provided by the Company to Clients within the VMI program:

1. Review of current group VMI providers’ performance and search for suitable alternative providers
2. Design, implementation and modification of VMI benefits plan
3. Review of existing VMI corporate plans
4. Conduction of a tender process for VMI corporate plans and of the related renewals (including selection of providers) on an ad hoc basis or on such schedule as agreed with the Client
5. Preparation and finalization of the final versions of policy documentation: VMI contract, VMI program, other documents and negotiating terms and conditions of VMI contract with insurers
6. Dealing with the Insurers relating to the provision of the list of insured persons under the VMI contracts
7. Assistance in the interpretation of provisions of the VMI policy documentation
8. Assistance in the preparation of communication material related to VMI plans
9. Administration of the VMI schemes in line with any relevant governing documentation or policy documents
 - a. Preparation and negotiation of the terms of amendments regarding changes to the existing VMI contracts including the changes in the membership
 - b. Assistance in controlling the correctness of invoices issued by the insurers
 - c. Handling of (dealing with) all correspondence between the insurers and the Client
 - d. Client’s Support in relation to claims within the VMI schemes in line with any relevant governing documentation or policy documents
 - e. Preparation of quarterly reports on the claims payment; clarification of the data relating to the claims experience provided by insurers
 - f. Preparation of a detailed claims report based upon the last 9 (nine) months of insurance period of each VMI contract as basis for its continuation/renewal
10. Monitoring of insurers’ performance within the framework of VMI contracts
11. Handling of inquiries of the Client’s employees concerning the VMI contracts
12. Organization of regular meetings with the insurers concerning the issues related to the VMI program’s functionality

13. Participation in discussions with the Client concerning benefits improvements/revision
14. Attendance at meetings with the Client covering VMI scheme matters
15. Participation in board or executive meetings to provide technical input and comment or to report upon agreed projects
16. Advice on the impact on the Scheme benefits design following the sale, acquisition or merger of the Client Company or any participating company or any business of such a company
17. Provision of an advice and information relating to the effect of actual or anticipated change in law or employee benefit practice relating to VMI

These services complement the job performed by Clients' HR departments, streamlining and ameliorating the work-flow and leaving it up to experts to deal with daily inquiries and with the handling of particular medical cases, where mostly not an insurance expert's but much more a physician's opinion is needed.

The Company has to provide information in a written form on a quarterly basis to the AEB office on VMI program development and other related issues.

The Company should be ready to invest up to 10 000 Euro annually into the promoting of the VMI program (including and subject to terms and conditions of a separate advertising contract with the AEB, concluded on market terms, which contract does not represent a part of these Conditions).

Selection criteria:

1. Positive records of the previous Company's activities in the medical insurance field
2. Fast reply process (not more than 1 (one) month)
3. Costs (not above the average market or below it)
4. High quality customer service
5. Availability of a call center and dedicated professionals to solve problems and maintain contact with medical institutions
6. Price, scope and service quality stability throughout the program duration
7. Providing information to AEB on the program once per quarter
8. Funds and resources including personnel resources that the operator is ready to invest/commit for the development and promotion of the program
9. The possibility of the program implementation both in Moscow and in other regions of Russia (Saint Petersburg, Krasnodar etc.) (not a must, but an additional plus)

These Conditions are provided for information only and do not represent a tender, offer, public offer, acceptance, proposal of a contract, preliminary contract or contract which may be interpreted directly or indirectly as AEB or its member financial and/or legal obligation or liability.

All actions regarding these Conditions remain within AEB's discretion. AEB has no obligation to review, comment, confirm or otherwise deal with the respective information received from the Company as well as to inform the Company about any decision.

AEB will not be a party to any insurance contract and does not have any obligations regarding any possible future contract of the Company with the Client.

Timing:

20.10.2017 – Tender announcement (via BSP platform, AEB Insurance and Pensions Committee members)

20.10.2017-8.11.2017 - bids collecting

9.11.2017 – 28.11.2017 – processing of applications

29-30.11.2017 – winner announcement