COLONIAL HEIGHTS PUBLIC SCHOOLS

REQUEST FOR PROPOSAL (RFP) FOR MEDICAL AND MEDI-GAP INSURANCE

RFP# HR-13-01

FEBRUARY 19, 2013
REQUEST FOR PROPOSAL  
(RFP)  
Issue Date: Tuesday, February 19, 2013   RFP# HR-13-01  
Title: Medical and Medi-Gap Insurance  
Issuing Agency: Colonial Heights Public Schools  
   Attn: Maria Yencha  
   512 Boulevard  
   Colonial Heights, VA 23834  
Location Where Work Will Be Performed: Colonial Heights, Virginia  
Period of Contract: From July 1, 2013 Through June 30, 2014  
Renewable: Four (4) successive one (1) year terms upon mutual agreement  
Proposals Will Be Received Until: Friday, March 15, 2013, at 3:00 p.m., local time prevailing  
Direct All Inquiries for Information To: Mary Jones, Senior Consultant  
   Digital Benefit Advisors  
   3901 Westerre Parkway Suite 200  
   Richmond, VA 23233  
   804-762-7047  
   mcjones@digitalbenefitadvisors.com  

IF PROPOSALS ARE MAILED, SHIPPED OR HAND DELIVERED, SEND DIRECTLY TO DIGITAL BENEFIT ADVISORS AT THE ADDRESS BELOW.  
   Digital Benefit Advisors  
   Attn: Mary Jones  
   3901 Westerre Pkwy  
   Suite 200  
   Richmond, VA 23233  
   804-762-7047  

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
In compliance with this Request for Proposal and to all the conditions imposed herein, by signing below, Offeror:

(1) Offers and agrees to furnish the goods/services in accordance with the attached signed proposal;
(2) Agrees that upon Louisa County’s written acceptance of Offeror’s response to the Request for Proposal, a valid and binding contract for services exists between Offeror and Louisa County;
(3) Agrees that the Contract Documents will consist of, and only of, the Request for Proposal, the County of Louisa, Virginia Standard Terms and Conditions and Offeror’s response to the Request for Proposal;
(4) Certifies and warrants that the individual signing on Offeror’s behalf is authorized to bind the Offeror in any and all contractual matters relating to this Request for Proposal;
(5) Certifies and warrants that neither Offeror, nor the individual signing on Offeror’s behalf, has any business or personal relationships with any other persons, including Louisa County employees, or companies that are in conflict with the Commonwealth of Virginia’s Conflict of Interest Act, or the County of Louisa, Virginia Standard Terms and Conditions; and,
(6) Certifies and warrants that the Offeror is properly licensed for providing the goods/services specified in the Request for Proposal and has the appropriate License or Certificate and classification(s) required to perform the work included in the scope of the proposal documents, prior to submitting the proposal, in accordance with Title 54.1, Chapter 11 of the Code of Virginia. If an Offeror shall fail to obtain the required license prior to submission of his proposal, he shall be deemed to be in violation of § 54.1-1115 of the Code of Virginia (1950), as amended, and his proposal will not be considered.

Sign in ink and type or print requested information.

Legal Name and Address of Firm:

__________________________________________ Date: ________________________________

__________________________________________ By: ___________________________________

__________________________________________ (Signature)

__________________________________________ Name: _________________________________

FEI/FIN/SSN: ________________________________ (Please Print)

Fax Number: ________________________________ Title: ________________________________

E-mail Address: ________________________________ Telephone Number: __________________

Please provide the following if applicable to this RFP:

Virginia Contractor License # ________________________ SCC ID # ________________________

Offeror shall ascertain prior to submitting a response that all Addenda issued have been received and shall acknowledge receipt and inclusion of all Addenda here:

Addendum #: ________________________________ Date Issued: ________________________________

Addendum #: ________________________________ Date Issued: ________________________________

Addendum #: ________________________________ Date Issued: ________________________________

Information the Offeror deems Proprietary is included in this response in the separate section of the proposal identified immediately below.

__________________________________________

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This Title Page MUST be Submitted as Part of your Proposal
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I. PURPOSE:

The Colonial Heights Public Schools are seeking proposals for Medical and Medi-Gap coverage effective July 1, 2013.

The Colonial Heights Public Schools reserves the right to award to more than one Offeror.

Colonial Heights Public Schools will select the firm(s) who they determine most closely satisfies the needs of the Schools. There is no requirement for acceptance of the lowest cost of service offered, and specific requirements may be waived or amended at the discretion of the Schools.

II. STATEMENT OF NEEDS/ SCOPE OF SERVICES:

A. MEDICAL INSURANCE

The Schools are seeking proposals for medical insurance coverage that provide the highest value of benefits for employees, which include a balance of fully insured cost, employee benefit design, provider access, and sustainability of the premium structure to allow for long-term stability of the benefit program. The Schools are interested in a program that closely matches the current benefit design, as well as plan designs with higher out of pocket maximums.

B. MEDI-GAP INSURANCE

The Schools are interested in a financially aggressive medi-gap option to partner with their medical plan.

III. OFFEROR’S INSTRUCTION:

A. PROPOSAL PREPARATION:

1. Bidders may submit any questions or requests for additional information regarding the project in written format by Thursday, February 28, 2013. All questions shall be directed to Mary Jones at Digital Benefit Advisors at mejones@digitalbenefitadvisors.com or via fax at 855-854-0481. A formal clarification will be sent out in writing on Tuesday, March 5, 2013, to all known potential Offerors.

2. The Offeror must submit a proposal, which demonstrates and provides evidence that the Offeror has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP. The Offeror shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by Colonial Heights Public Schools. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. Each copy of the proposal should be bound with all documentation in a single volume where practical.
3. Proposals shall be signed by the authorized representative of the Offeror.

4. Proposals should be prepared simply and economically, providing a straightforward, concise, detailed description of capabilities to satisfy the requirements of the RFP.

5. All expenses for making proposals to the Schools shall be incurred by the Offeror.

6. Offeror must be authorized to transact business in Virginia as a domestic or foreign business entity as required by the State Corporation Commission, if such is required by law. Such status shall be maintained during the term of a contract. A contract entered into by a business in violation of the requirements is voidable at the option of the public body.

B. PROPOSAL SUBMISSION: The following documents must be received by Digital Benefit Advisors at 3901 Westerre Parkway Suite 200 Richmond, VA 23233 no later than the closing date and time stated below:

1. One (1) original proposal with one (1) electronic copy (provided on disk or e-mailed separately).

2. Signed original of the completed Request for Proposal Title Page


The RFP number and closing date must be clearly marked on the outside of the envelope.

This solicitation will close on Friday, March 15, 2013, at 3:00 p.m., local time prevailing.

Return the proposal to:

Mail/Ship to:
Digital Benefit Advisors
3901 Westerre Parkway Suite 200
Richmond, VA 23233
Attn: Mary Jones
804-762-7047

or Hand Delivery to:
Digital Benefit Advisors
3901 Westerre Parkway Suite 200
Richmond, VA 23233
Attn: Mary Jones
804-762-7047

C. SUBMISSION OF PROPRIETARY INFORMATION: All information submitted to the Schools in response to this solicitation will constitute public information and will be available to the public for inspection upon request pursuant to the Virginia Freedom of Information Act (FOIA).

Pursuant to Virginia Code Section 2.2-4342 and Colonial Heights Public Schools Code Section 60-24, a Bidder/Offeror may request an exception to disclosure for trade secrets or proprietary information as such is defined under Virginia Code Section 59.1-336, part of the Uniform Trade Secrets Act.

In order to claim this exemption, the Bidder/Offeror shall perform ALL of the following:
(i) include a written request indicating Bidder/Offeror’s desire to invoke the protections
of Virginia Code Section 2.2-4342 with submitted proposal materials/data; (ii)
specifically identify the data or other materials to be protected by clearly labeling each page containing applicable data as PROPRIETARY; and (iii) to the School’s satisfaction, articulate the rationale for why protection for the particular data or materials is necessary. The classification of an entire bid or proposal document, line item prices and/or total bid or proposal prices as proprietary or trade secrets is not acceptable.

Without waiving sovereign immunity or any other available defenses, the School asserts that failure to meet all of these requirements will result in the data or materials being open for inspection in response to a valid inquiry under FOIA and will serve to waive any right of the Bidder/Offeror to assert a claim against the Schools for disclosure of trade secrets or proprietary information.

Bidder/Offeror shall be responsible for intervening and defending, at its expense, any demands made upon the School by third parties for production of any such items.

D. RECEIPT OF PROPOSALS/LATE PROPOSALS: It is the Offeror's responsibility to ensure that his/her proposal is received prior to or at the specific time and the place designated in the solicitation. Proposals received after the date and time specified shall not be considered.

No responsibility will be attached to any School personnel for the premature opening of a proposal not properly addressed and identified on the outside of a sealed envelope.

IV. PROPOSAL EVALUATION PROCESS:

The Colonial Heights Public Schools shall appoint a Selection Committee to review and evaluate all proposals submitted by Offerors responding to this RFP. The proposals will be evaluated and ranked based on the Evaluation Criteria listed in Section V. Colonial Heights Public Schools may ask top ranked Offerors to attend a presentation discussion as part of the evaluation process. Firms invited to the discussion should be prepared to have general discussions on non-binding estimates of cost to provide requested services. At the conclusion of the evaluation process, the School will select one or more firms with whom final negotiations will be conducted in an effort to obtain a contract.

V. PROPOSAL EVALUATION CRITERIA

The respondents will be evaluated on the following criteria:

1. The proposals will be evaluated using the analytical modeling tools available through Digital Benefit Advisors for determination of the best valued option for the School. The analysis will weigh price, service, provider access, plan design/member exposure and the overall sustainability of the price and program structure.

The selection process shall be governed by and completed in accordance with the Colonial Heights Public Schools Procurement Ordinance. If any provision of this Request for Proposal shall be found to be inconsistent or in conflict with such policy, the terms of the ordinance shall govern.
Colonial Heights Public Schools reserves the right to reject any or all proposals.

VI. COLONIAL HEIGHTS PUBLIC SCHOOLS STANDARD TERMS AND CONDITIONS

Colonial Heights Public Schools does not accept changes to the Colonial Heights Public Schools Standard Terms and Conditions, and any attempt by the Offeror to make such changes is in itself reason for a proposal to be declared as non-responsive to the RFP and rejected by the School.