

**NOTICE**  
**REQUEST FOR PROPOSALS**  
**Group Benefit Consultant Services - Proposal No. 2016-19**

The City of Rosenberg, Texas, hereinafter referred to as “the City”, is soliciting proposals for Group Benefit Consultant Services.

Respondents are required to submit one (1) original copy, one (1) electronic copy, suitable for reproduction by the City, and three (3) copies of the proposed package no later than **2:00 p.m. (CST) on Wednesday, June 8, 2016.**

Proposals should be directed to the attention of Linda Cernosek, City Secretary, and clearly labeled in a sealed package. MARK ENVELOPE: “PROPOSAL NO. 2016-19 – PROPOSAL FOR GROUP BENEFIT CONSULTANT SERVICES for the City of Rosenberg”. Respondent’s name and address must appear on the outside of the envelope.

Submit Proposal to:                   City of Rosenberg  
  Linda Cernosek, TRMC  
  City Secretary’s Office  
  2110 4<sup>th</sup> Street \* P.O. Box 32  
  Rosenberg, Texas 77471

Respondent shall sign and date the Proposal. Proposals which are not signed and dated will be rejected. All proposals must be received at the designated location by the deadline shown. Proposals received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable.

Specifications and related documents may be obtained from the City’s Human Resources Department at Rosenberg City Hall, 2110 4<sup>th</sup> Street, Rosenberg, Texas 77471, between the hours of 7:30 a.m., and 5:30 p.m., Monday through Thursday, and between 8:00 a.m. and 5:00 p.m. Fridays or from the City’s website: [www.ci.rosenberg.tx.us](http://www.ci.rosenberg.tx.us) (RFP Opportunities).

Pursuant to Texas Government Code 2252.908, the successful bidder must be able to provide the City of Rosenberg with a printed, executed, and notarized original of a completed Certificate of Interested Parties form (Form 1295) with the signed contract. Failure to do so will result in the City’s inability to execute the contract. To complete the disclosure of interested parties form, or for further information, please visit the Texas Ethics Commission’s website at <https://www.ethics.state.tx.us>. The City’s identification number (Item 3 on Form 1295) for the successful bidder to fill out Texas Ethics Commission Form 1295 for Bid No. 2016-19 will be TXE2016-28.

Should you have any questions or require additional information or clarification on information contained in the RFP, please contact Lori Remington, Human Resources Director at 832.595.3320, no later than 10:00 a.m. on June 1, 2016.

Linda Cernosek, City Secretary, TRMC



**REQUEST FOR PROPOSAL  
PROPOSAL NO. 2016-19  
GROUP BENEFIT CONSULTANT SERVICES**

**I. INTRODUCTION AND PURPOSE**

The City of Rosenberg is requesting proposals for Group Benefit Consultant Services. The consultant would provide cost containment strategic professional services related to overall design, selection and ongoing administration of the employees benefit programs.

The City currently has approximately 265 employees eligible to enroll in a PPO plan with Blue Cross Blue Shield of Texas and 16 retirees enrolled in a Medicare Supplement plan with Aetna. The PPO plan is for the period October 1 through September 30. The Medicare Supplement plan is for the period January 1 through December 31. The purpose of this Request for Proposal (RFP) process is to secure the services of an independent Consultant to assist the City in the overall benefit and cost containment strategies of its plan(s).

**II. SCOPE OF WORK**

The intent of the RFP is to obtain professional services from a qualified firm for providing group benefit brokerage and consulting services. The scope of the work includes RFP for health insurance and other benefit coverages such as Medical/Rx Stop Loss, third party administrators (TPA), pharmacy benefit management, dental, vision, Employee Assistance Program (EAP), flexible spending, COBRA, health savings account, wellness, and benefits advocacy services. There will also be meetings with staff and two to three public meetings with city committees or City Council, wellness groups, etc., throughout the year.

Due to the wide variety of services provide by a consulting firm, the City is not going to list a full scope of services, rather the consultant will list their proposed services.

**III. PROFESSIONAL QUALIFICATIONS**

Consultant must have a demonstrated experience with similar sized clients preferably in the public sector.

**IV. PROJECT TIMEFRAME**

The City needs the 2017 health and benefit premiums by August or soon after for budgeting purposes. Other consulting services includes advising on the Affordable Care Act (ACA), changes in the health insurance industry, changes in the healthcare plan and negotiating directly with healthcare providers. The enclosed list of questions will also provide direction regarding the type of information we are looking to have addressed. (See Exhibit A)

## V. PROPOSAL REQUIREMENTS

Any Consultant wishing to submit a proposal for this RFP must submit a cover letter together with the required information to the City by the submittal deadline listed on this RFP. All information listed below must be included in the proposal and be arranged in the order shown below:

- a. Consultant's name and contact information, brief history, and organizational structure.
- b. On no more than three pages, describe the Consultant's proposed services.
- c. Identification of all key personnel that would be associated with this project. Include the responsibilities these individuals will have in this project and where their offices are located.
- d. Include a copy of an RFP you developed for another client's health insurance.
- e. Include a list of deliverables, including various reports for health insurance, and the timeframe of when these reports would be delivered.
- f. Include a brief list of references of similar sized clients and indicate which one, if any, you were consulting as they began a "self-insured" health insurance program.
- g. Indicate if you have experience negotiating cost with local providers, and if so, opinion if that strategy helps save costs.
- h. Other information that you deem appropriate.
- i. Submit a Price Proposal Form listing the cost to complete the project. These figures should include all expenses including time, supplies, travel (mileage, lodging, meals, etc.), photography, printing, clerical, etc. In addition, include the hourly rates to be used if additional work would be required. A Consultant will not accept commissions, overrides or any form of remuneration from the City's insurers and/or service providers in connection with services and/or products purchased by the City.
- j. The Consultant must carry Errors & Omissions liability coverage indemnifying the City from gross negligence on the part of the Consultant when performing contracted services. Please present a copy of the policy showing per occurrence and aggregate limits. Coverage must be specific to consulting/fee services not agent/commission services and noted as such in the certificate presented to the City in the RFP response.
- k. Required documents that must also be submitted include:
  1. Conflict of Interest Questionnaire.
  2. Disclosure Statement.
  3. References.
- l. Copy of license in accordance with Texas Insurance Code – Chapter 4052 Life and Health Insurance Counselors; or Chapter 4054 Life, Accident, and Health Agents; or statement for exemption purposes.

## **VI. SUBMITTAL REQUIREMENTS**

- a. Proposals must be clearly marked “PROPOSAL NO. 2016-19 – PROPOSAL FOR GROUP BENEFIT CONSULTANT SERVICES for the City of Rosenberg.” Respondent’s name and address must appear on the outside of the envelope.
- b. Respondents are required to submit one (1) original copy, one (1) electronic copy, suitable for reproduction by the City, and three (3) copies of the proposed package no later than **2 p.m. (CST) on Wednesday, June 8, 2016.**
- c. Proposals should be directed to the attention of Linda Cernosek, City Secretary, and clearly labeled in a sealed package.
- d. Submit Proposal to:  
CITY OF ROSENBERG  
LINDA CERNOSEK TRMC  
CITY SECRETARY’S OFFICE  
2110 4TH STREET PO BOX 32  
ROSENBERG TX 77471
- e. Respondent shall sign and date the Proposal. Proposals which are not signed and dated will be rejected. All proposals must be received at the designated location by the deadline shown. Proposals received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable.
- f. Specifications and related documents may be obtained from the City’s Human Resources Department at Rosenberg City Hall, 2110 4th Street, Rosenberg, Texas 77471, between the hours of 7:30 a.m., and 5:30 p.m., Monday through Thursday, and between 8 a.m. and 5 p.m. Fridays or from the City’s website: [www.ci.rosenberg.tx.us](http://www.ci.rosenberg.tx.us) (RFP Opportunities).
- g. Pursuant to Texas Government Code 2252.908, the successful bidder must be able to provide the City of Rosenberg with a printed, executed, and notarized original of a completed Certificate of Interested Parties form (Form 1295) with the signed contract. Failure to do so will result in the City’s inability to execute the contract. To complete the disclosure of interested parties form, or for further information, please visit the Texas Ethics Commission’s website at <https://www.ethics.state.tx.us>. The City’s identification number (Item 3 on Form 1295) for the successful bidder to fill out Texas Ethics Commission Form 1295 for Bid No. 2016-19 will be TXE2016-28.
- h. If additional information or clarification is necessary to assist the vendor in interpreting the information in the RFP, please contact Lori Remington, Director of Human Resources at 832.595.3320 or email: [lorir@ci.rosenberg.tx.us](mailto:lorir@ci.rosenberg.tx.us) no later than 10 a.m. on June 1, 2016.

## **VII. EVALUATION AND SELECTION OF PROPOSALS**

- A. The contract award will be based on two separate phases: technical (quality) and price. The total possible points a proposal may receive is 100 points:
  1. Experience and Qualifications (30 points)
  2. Proposed Services (30 points)
  3. Completion Time Schedule and other Project Commitments (10 points)
  4. Price or cost (30 points)

**B. Price for consulting services.**

**The City prefers a flat rate fee for brokerage services and separate rates or costs for various consulting services, but you are welcome to submit your fees or rate in a form as you determine.**

**C. Hourly rates to be used if additional work is required.**

1. \_\_\_\_\_ Hourly Rate

**VIII. CONTRACT PERIOD**

The Request for Proposal is for Group Benefit Consultant Services for a two (2) year period that begins July 1, 2016 and ends June 30, 2018. The City will have an option to renew the contract by mutual agreement for two (2) additional one (1) year terms for a total of four (4) years. Award or renewal of the contract shall be authorized by City Council. Appropriations for such contract or renewal expenditures shall be authorized by City Council during the budget process.

**IX. TERMINATION**

Either party may terminate this Agreement at any time by giving sixty (60) days written notice to the other party of its intention to terminate as of the date specified in the notice.

**X. ASSIGNMENT**

The potential agreement with the proposer resulting from this RFP is a contract for the service of the firm and firm's interest in such agreement; duties thereunder and/or fees due thereunder may not be assigned or delegated to a third party. The benefits and burdens of this agreement are, however, assignable by the City.

**XI. GOVERNING LAW AND VENUE**

The RFP and any subsequent RFP, and resulting agreement or purchase order, shall be construed and governed by the laws of the State of Texas and no lawsuit shall be prosecuted on contract except in a court to competent jurisdiction located in Fort Bend County, Texas.

**XII. REVISIONS TO THE RFP**

The City reserves the right to cancel, in part or in its entirety, the RFP including but not limited to: submittal date and submittal requirements. If the City cancels or revises the RFP, all known proposers will be notified in writing by the City and any addendum to the RFP will also be posted on the City's website.

**XIII. RESERVATIONS**

The City reserves the right to reject any or all proposals. Those submitting a proposal for this project are responsible for any and all costs associated with the preparation and submissions of a proposal in response to this RFP.

All proposals submitted will be deemed confidential during the evaluation process. Proposals will not be available for review by anyone other than City personnel and/or authorized agents unless otherwise directed by law, including the Public Information Act during the evaluation process. All materials submitted to the City become public property and are subject to the Texas Open Records Act. If a proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at the time of the submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary upon public request.

**XIV. PROPOSER’S CERTIFICATION**

I (We) certify that I (we) are authorized by the Company or Companies proposed to offer this (these) proposal(s):

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Company Submitting Proposal

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Authorized Signature and Title

## **EXHIBIT A - Benefits Consultant Questions**

- 1) Are you able to respond to urgent requests for data? Who would be responsible for providing the information?
- 2) How long does it take you to “scrub” data and put into an appropriate format from date of data receipt?
- 3) Tell us about your negotiation approach and style with both single and multiple carriers? How would you qualify your relationships with the major carriers?
- 4) What about carriers of ancillary benefits? i.e., have you ever negotiated stop loss through non-medical carriers?
- 5) What success rates have you had with self-insurance negotiations?
- 6) What type of plan design changes have you recommended or helped implement for other clients?
- 7) How have you assisted your clients in developing or strengthening their wellness plans? What does that look like?
- 8) Are you able to deliver detailed monthly reports accurately and in a customized format? And provide through a secure means?
- 9) Are you able to guide us through the reporting requirements of PPACA and other regulatory compliance? What does this look like?
- 10) Are you paid by fee or paid on a broker/commission base?