

**NOTICE TO PUBLIC
REQUEST FOR PROPOSALS**

RFP# 202015

GROUP HEALTH INSURANCE FOR THE CITY OF WINCHESTER, VIRGINIA

Issue Date: October 9, 2020

Issue Title: Medical, Dental, Pharmacy

Period of Contract: FROM: January 1, 2021 THROUGH: June 30, 2022 with the option to renew for four (4) additional one-year periods (See Section 3 herein).

Due Date: October 30, 2020 by 2:00pm Eastern Standard Time

See Paragraph 12 for proposal submission requirements. Facsimile and electronic submission proposals will not be accepted. Proposals received after this time shall not be accepted.

**SEND TO: The Human Resources Department
1st Floor- City Hall
15 N. Cameron Street
Winchester, Virginia 22601**

The City of Winchester, Virginia reserves the right to reject any and all proposals in whole or in part , to waive any informality and or cancel the bid at any time prior to the award. in the request for proposal. No late proposals will be accepted. It is the sole responsibility of the offerors to ensure that proposals are delivered to the City of Winchester, Virginia, Local Government by the designated date and hour. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

The City of Winchester has engaged McGriff Insurance to assist with this RFP. All inquiries for information regarding procurement procedures, selection criteria, request for proposal, for proposal submission requirements, or other fiscal/administrative concerns shall be directed to:

Name: Michael Marzullo
Email: Michael.marzullo@winchesterva.gov
Phone: (540) 667.1815

ISSUING ENTITY does not discriminate against faith-based organizations in accordance with the Code of Virginia, section 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Certification of Request for Proposal

In Compliance With This Request For Proposals and To All The Conditions Imposed Herein, The Undersigned Offers and Agrees To Furnish The Services In Accordance With The Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name and Address of Firm:

Telephone No.: () _____

Date: _____

By: _____
Signature in Ink

FIN/SSN: _____

1. **PURPOSE:**

- 1.1. The purpose of this Request for Proposal is to solicit sealed proposals to establish a contract or contracts through competitive negotiation for the provision of Medical, Dental, Pharmacy in accordance with the terms and conditions of this Request for Proposal for The City of Winchester, Virginia, Local Government. (ISSUING ENTITY).

2. **PRE-PROPOSAL CONFERENCE/QUESTIONS:**

- 2.1. Questions pertaining to the RFP, must be submitted in writing, no later than Monday, October 19, 2020.
- 2.2. Questions received after Monday, October 19, 2020, may not be answered prior to the RFP closing.
- 2.3. Questions shall be submitting via email to the following contacts at McGriff Insurance Services with a copy to the following City of Winchester contact:
 - a. Ed White, ewwhite@mcgriff.com,
 - b. Bonnie Lee, bonnie.lee@mcgriff.com,
 - c. Paula Nofsinger, paula.nofsinger@winchesterva.gov
- 2.4. Requests for claims related information should be directed to McGriff with a copy to the City of Winchester as per above.

3. **CONTRACT PERIOD AND RENEWAL:**

- 3.1. This contract will begin on January 1, 2021 through June 30, 2022, with the option to renew annually thereafter for four (4) additional one-year periods, upon mutual agreement of both parties.

4. **BACKGROUND:**

- 4.1. The City of Winchester maintains its current medical, dental, and vision plan through the state's Local Choice program with approximately 500 subscribers out of 550 eligible employees.
- 4.2. The current plan is with Anthem BCBS PPO network with nationwide access to the BCBS PPO network. The City of Winchester has been with Anthem/BCBS for over twenty (20) years.
- 4.3. The City of Winchester employees fall under the current eligibility requirements:
 - a. All full-time employees working at least 30 hours per week.
 - b. Full-time employees retiring from the City of Winchester, Local Government with full-service benefits under the Virginia Retirement System are eligible to remain on the City's healthcare insurance plan until the employee becomes Medicare eligible.
- 4.4. The waiting period for all future hires is the first month following the date of hire.
- 4.5. Early retirees with at least fifteen years of service and their spouse can remain on the health plan to age 65 paying the full expected cost of coverage.
- 4.6. A census of the employees enrolled in all plans is provided as a separate document. This census details the employee's age, gender, dependent coverage status, and zip code of residence.

5. **PROVIDER REQUIREMENTS:**

Qualified offerors are encouraged to submit a proposal and supporting documentation for the following requirements:

- 5.1. A strong network, which provides excellent access to hospitals and physicians in the locations where employees reside.

Offerors that have not established a local physician/hospital network including 80% of the physicians on or before January 1, 2020 are ineligible for health insurance consideration.

- 5.2. Outstanding service, including, but not limited to, strong client service support, your home office underwriting, contracts and legal service departments, claims processing, and related customer service. Outstanding service, including, but not limited to, strong client service support, your home office underwriting, contracts and legal service departments, claims processing, and related customer service.
- 5.3. Quality of Care provided to the employees and their dependents.
- 5.4. Competitive Provider Discounts.
- 5.5. Assistance in employee wellness strategies.
- 5.6. Future stability of cost.
- 5.7. Vendor flexibility when plan design changes are necessary to meet the needs of the employees and the employer.
- 5.8. Ongoing quality service and a service team that is dedicated to solving problems that arise during the plan year
- 5.9. An ongoing employee education program to assist the employees' understanding of the plan's nuances.

6. **COST PROPOSAL INSTRUCTIONS:**

6.1. The offeror must submit the Cost Proposal in a separate document containing the cost of their offering in direct relation to their proposal. Enough supporting information should be provided in order to determine the reasonableness of the cost offered.

7. **PROCUREMENT SCHEDULE:**

Issue RFP via McGriff and the City of Winchester's websites:	October 9, 2020
Questions Due NLT 2:00 P.M.:	October 19, 2020
Proposals Due to the City of Winchester NLT 2:00 P.M:	October 30, 2020
Evaluations:	November 6, 2020
Contract Award/Notice to Proceed:	November 11, 2020

Any changes to the Schedule prior to the proposal due date will be addressed via addendum. After proposal due date, changes to the schedule will not be communicated as the RFP process is sealed.

Additional important dates:

Development of employee communication materials, administration manual, plan document to be given to employees:

November 16 through November 27, 2020.

8. TRADE SECRETS/PROPRIETARY INFORMATION:

- 8.1. Ownership of all data, materials and documentation originated and prepared for the City of Winchester pursuant to the RFP shall belong exclusively to the City of Winchester and be subject to inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of Section 2.2-4342 of the Virginia Public Procurement Act prior to or upon submission of the data or other materials to be protected and state the reasons why protection is necessary.
- 8.2. A bidder, offeror, or contractor shall not improperly designate as trade secrets or proprietary information (i) an entire bid, proposal, or prequalification application; (ii) any portion of a bid, proposal, or prequalification application that does not contain trade secrets or proprietary information; or (iii) line item prices or total bid, proposal, or prequalification application prices.

9. REQUIRED SUBMITTALS:

- 9.1. Each Offeror responding to this Request for Proposal must supply all the documentation required in the RFP. Failure to provide documentation with the Offeror's response to the RFP will result in the disqualification of the Offeror's proposal.

10. SUBMISSION OF PROPOSAL:

- 10.1. One (1) original (duly marked), two (2) copies and an electronic copy of the proposal in sealed envelopes or packages with the proposal number, title, and the offerors name and address on the outside to:

The Human Resources Department
1st Floor City Hall
15 N. Cameron Street
Winchester, Virginia 22601
(540) 667.1815

- 10.2. Offerors are reminded that changes to the request for proposal, in the form of addenda, are often issued between the issue date and within three (3) days before the due date of the solicitation. Notice of addenda will be posted on the City of Winchester's webpage. It is the Offeror's responsibility to monitor the web page for the most current addenda at www.winchesterva.gov
- 10.3. It is the Offeror's responsibility to clearly identify and to describe the services being offered in response to the Request for Proposal. Offerors are cautioned that organization of their response, as well as thoroughness is critical to the City of Winchester's evaluation process. The RFP forms must be completed legibly and in their entirety; and all required supplemental information must be furnished and presented in an organized, comprehensive and easy to follow manner.
- 10.4. Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired. Elaborate artwork, expensive paper, bindings, visual and other presentation aids are not required.
- 10.5. Each original and copy of the proposal shall consist of:
 - a. Technical Proposal
 1. Request for Proposal Cover Sheet,
 2. Technical proposal as required in the Special Provisions, paragraph 6,

b. Cost Proposal

1. Request for Proposal Cover Sheet,
2. Cost proposal as required in the Special Terms paragraph 7, **COST PROPOSAL INSTRUCTIONS.**

11. **LATE PROPOSALS:**

11.1. Proposals received after the date and time prescribed shall not be considered.

12. **PERIOD THAT PROPOSALS REMAIN VALID:**

12.1. Proposals will remain valid for a period of one-hundred and twenty days (120) calendar days after the date specified for receipt of proposals.

13. **BASIS FOR AWARD:**

13.1. This Request for Proposal is being utilized for competitive negotiation. Under the competitive negotiation process, a contract may be awarded to the responsible offeror whose proposal is determined to be the most advantageous to the City of Winchester, taking into consideration price and the evaluation factors set forth in the Request for Proposal.

13.2. Based on the results of the preliminary evaluation, the highest rated offeror(s) may be invited to make oral presentations.

13.3. Should the City of Winchester determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

13.4. Proposal Evaluation Criteria

a. Overall qualification and experience of the carrier:

- Demonstrated ability to evaluate and process claims promptly and accurately for an organization of the City of Winchester size and nature,
- Demonstrated ability to solve problems and work as a member of a team;
- Demonstrated character, integrity, reliability, reputation, judgment, experience, and efficiency of the carrier.

b. Quality of the plan being offered:

- The degree to which the carrier can match the requested coverages.
- The degree to which the carrier can match the existing prescription drug program.
- The number of providers and hospitals in the greater Winchester, Frederick County and adjacent West Virginia areas.

c. Financial stability – present and future.

- Demonstrated stability and listing of ratings from American Best, Weiss, NCQA, and/or Standard and Poors and provider network arrangements and the ability to obtain discounts from health care providers, where applicable.

Evaluation Criteria**Assigned Weight**

(1)	Overall qualification and experience of the carrier	25 points
(2)	Quality of the plan being offered	30 points
(3)	Financial stability – present and future	20 points
(4)	Proposed Costs	25 points

14. METHOD OF ORDERING:

- 14.1. No Purchase Order will be issued for the awarded contract. A Notice to Proceed will be sent indicating the City of Winchester's acceptance and the beginning of the contract.

15. PAYMENTS:

- 15.1. The City of Winchester will pay the Contractor after receipt of a properly executed invoice via either wire transfer or ACH deposit.

16. CHANGES:

- 16.1. The City of Winchester may, at any time, by written order, require changes in the services to be performed by the Contractor. If such changes cause an increase or decrease in the Contractors cost of, or time required for, performance of any services under this contract, an equitable adjustment shall be made and the contract shall be modified in writing accordingly.

17. DELAYS AND SUSPENSIONS:

- 17.1. The City of Winchester may direct the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time deemed appropriate for the convenience of the City of Winchester.
- 17.2. The Contractor shall continue its work on other phases of the project or contract, if in the sole discretion of the City of Winchester such work is not impacted by the City of Winchester's delay, suspension, or interruption. All changes to the work plan or project milestones shall be reflected in writing as a contract amendment.

18. ORDER OF PRECEDENCE:

- 18.1. In the event of conflict, the Acceptance Agreement (provided at contract award) and the Special Terms of this contract shall take precedence over the General Terms and Conditions, (Appendix A).

19. SUBCONTRACTING:

- 19.1. If one or more subcontractors are required, the contractor is encouraged to utilize small, minority-owned, and women-owned business enterprises. For assistance in finding subcontractors, contact the Virginia Department of Business Assistance <http://www.dba.state.va.us>; the Virginia Department of Minority Business Enterprise <http://www.dmb.e.state.va.us>; local chambers of commerce and other business organizations.

20. USE OF CONTRACT BY OTHER PUBLIC BODIES:

- 20.1. Reference Paragraph 15, General Terms and Conditions, Cooperative Purchasing. Offerors are advised that the *resultant* contract(s) may be extended, with the authorization of the Offeror,

to other public bodies, or public agencies or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms of the resulting contract. If any other public body decides to use the final contract, the Contractor(s) must deal directly with that public body concerning the placement of orders, issuance of purchase orders, contractual disputes, invoicing and payment. The City of Winchester acts only as the "Contracting Agent" for these public bodies. Failure to extend a contract to any public body will have no effect on consideration of your offer.

- 20.2. It is the Contractors responsibility to notify the public body(s) of the availability of the contract(s).
- 20.3. Other public bodies desiring to use this contract will need to make their own legal determinations as to whether the use of this contract is consistent with their laws, regulations, and other policies.
- 20.4. Each public body has the option of executing a separate contract with the Contractor(s). Public bodies may add terms and conditions required by statute, ordinances, and regulations, to the extent that they do not conflict with the contracts terms and conditions. If, when preparing such a contract, the general terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.
- 20.5. The City of Winchester **shall not** be held liable for any costs or damages incurred by another public body as a result of any award extended to that public body by the Contractor.

21. NEWS RELEASE BY VENDORS:

- 21.1. As a matter of policy, the City of Winchester does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of the City of Winchester, Virginia. All proposed news releases will be routed to the City of Winchester for review and approval.

22. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:

- 22.1. Pursuant to *Code of Virginia*, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Any bidder or offeror that fails to provide the required information may not receive an award.
For more information and answers to your questions please contact the Virginia State Corporation Commission (SCC). Website: <http://www.scc.virginia.gov/index.aspx>
Frequently Asked Questions: <http://www.scc.virginia.gov/clk/befaq/forinva.aspx#a1>
Email: sccinfo@scc.virginia.gov
Contact Information: <http://www.scc.virginia.gov/contact.aspx>
SCC General Information Phone: 804-371-9967

CERTIFICATION REGARDING DEBARMENT OR SUSPENSION

In compliance with contracts and grants agreements applicable under the U.S. Federal Awards Program, the following certification is required by all offerors submitting a proposal in response to this Request for Proposal:

1. The Offeror certifies, to the best of its knowledge and belief, that neither the Offeror nor its Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts from the United States federal government procurement or nonprocurement programs, or are listed in the *List of Parties Excluded from Federal Procurement and Nonprocurement Programs* issued by the General Services Administration.
2. "Principals," for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).
3. The Offeror shall provide immediate written notice to the City of Winchester, at any time prior to award, the Offeror learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the Offeror rendered an erroneous certification, in addition to other remedies available to the City of Winchester, the City of Winchester may terminate the contract resulting from this solicitation for default.

Printed Name of Representative: _____

Signature/Date: _____/_____

Company Name: _____

Address: _____

City/State/Zip: _____

SSN or FIN No: _____

**Compliance with Virginia Law
for Transacting Business in Virginia.**

The undersigned hereby agrees, if this Bid/Proposal is accepted by the City of Winchester, for such services and/or items that the undersigned has met the requirements of the Virginia Code Section 2.2-4311.2

Please complete the following by checking the appropriate line that applies and providing the requested information:

- A. _____ Bidder/offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such bidder's/offeror's Identification Number issued to it by the SCC is_____. **(The SCC number is NOT your federal ID number).**

- B. _____ Bidder/offer is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such bidder's/offeror's Identification Number issued to it by the SCC is _____.

- C. _____ Bidder/offeror does not have an Identification Number issued to it by the SCC and such bidder/offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets of paper if you need to explain why such bidder/offeror is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Legal Name of Bidder

Date

Authorized Signature

Print or Type Name and Title

Marketing Guidelines and Questionnaire

IMPORTANT: If vendors, other than your firm, will be providing any services, they must also complete these Marketing Guidelines (where applicable) in addition to any specific questionnaires and cost illustration forms pertaining to their specific services.

1. Please provide your plan designs that are similar to the five (5) Local Choice benefit plans.
2. Please provide both a self-funded quote and fully insured quote for the medical.
3. The effective date of coverage is January 1, 2021.
4. Will you agree to waive the "actively at work" provision? That is, anyone who is eligible for coverage on the effective date of the contract, but is not actively at work due to vacation, leave, sickness, etc., will become covered?
5. Confirm any current or future COBRA participants must be covered in your proposal.
6. The City of Winchester has retiree coverage until employees are age 65 or eligible for coverage under another insurance plan. Both age and years of service determine retiree status. Please confirm that retirees will be covered under the plan.
7. Will you agree to provide SPD booklet drafts within 3 to 4 weeks from the date this account is awarded? Will you agree to provide all employees and dependents with their ID cards prior to the effective date?
8. Will you give deductible and out of pocket credit for a transition from the existing providers to your company? Does the customer have the flexibility to choose whether the deductible and out of pocket maximums run calendar year or contract year?
9. Provide dental plan designs similar to the Local Choice. Please quote plans that are bundled with the medical coverage as well as an unbundled option.

Current rates

Current Employer Contributions

Excel Census (with all covered and waived benefit eligible employees)

- Employee Name
- DOB
- Gender
- Zip
- Coverage type (ie single, dual, family)
- TLC plan chosen
- Covered dependents name (with DOB, gender and Zip)

Claims data for groups with 100+ enrolled employees