

Brokerage Services for Benefits Consulting

No. 2016-19



**Lehi City Corporation
Office of the City Administrator**

RESPONSES ARE DUE PRIOR TO:

**November 7, 2016
5:00 PM MST**

Preferred method is to submit electronically to:
cboyle@lehi-ut.gov

Responses may be mailed or hand-delivered to:

Lehi City Administration
Attn: Cameron Boyle
No. 2016-19
153 North 100 East
Lehi, UT 84043

BROKERAGE SERVICES FOR BENEFITS CONSULTING REQUEST FOR PROPOSAL (RFP)

REFERENCE NUMBER: 2016-19
PROJECT TITLE: "Brokerage Services for Benefits Consulting"
PROJECT LOCATION: Lehi City, Utah

SUBMISSION DEADLINE: November 7, 2016
SUBMISSION TIME: 5:00 PM MST
SUBMISSION PLACE: Lehi City Administration
153 North 100 East
Lehi, Utah 84043

PROJECT DESCRIPTION: Lehi City invites interested firms to submit a proposal to enter into a contract and assist the city in the management of its health and welfare benefit programs.

PROJECT CONTACT: David Kitchen
Human Resources Manager
(385) 201-2265
dkitchen@lehi-ut.gov

RESPONDENTS: Carefully read all instructions, requirements and specifications. Give all requested information properly and completely. Submit your proposal with appropriate supplements and/or samples. Please submit responses via email to cboyle@lehi-ut.gov, or mail or deliver to the Lehi City Administration address above by the submission deadline. Proposals received after November 7, 2016 at 5:00 PM MST will not be considered.

Additional instructions for submitting responses:

- A. Questions regarding this RFP should be submitted via email to cboyle@lehi-ut.gov. The respondent may also contact David Kitchen, HR Manager (see "Project Contact" above) for specific questions regarding the proposal content. Reference No. 2016-19 must be referenced on all responses and correspondence related to the RFP. Significant questions that arise subsequent to the issue of this RFP will be consolidated and answers will be provided to all respondents on record as receiving this RFP. All questions should be received three (3) working days prior to the RFP due date.

- B. Respondents should call to verify that Cameron Boyle, Assistant to the City Administrator, has received the hard-copy response prior to the RFP closing. If using an alternative method, respondents may either mail or hand-deliver one (1) bound hardcopy and one (1) CD electronic copy to the Administration Office. Responses should be addressed as follows:

No. 2016-19: Brokerage Services for Benefits Consulting
Lehi City Administration
Attn: Cameron Boyle
153 North 100 East
Lehi, Utah 84043

Following the deadline, the names of those responding to the RFP will be made public. All other information will remain confidential, as required by law. (See Section 1.9)

Unless specifically authorized by the City's Administrative Office, telephonic proposals or modifications of proposals will not be considered. However, modifications by email, fax, etc. for proposals already submitted through the proper channels will be considered, if received prior to the time of the submission deadline.

SECTION 1: INSTRUCTIONS TO RESPONDENTS

1.1 ADMINISTRATIVE GUIDANCE

The information provided in this RFP is designed to provide interested respondents with sufficient information to submit responses meeting minimum requirements, but it is not intended to limit response content or to exclude any relevant or essential data therefrom. Respondents are at liberty and are encouraged to expand upon the specifications to give additional evidence of their ability to provide the services requested in this RFP.

1.2 SCOPE OF TERMS & CONDITIONS

Before submitting a response, the respondent shall understand all contract conditions referred to in this document, and any addenda issued before the RFP submission date. It shall be the respondent's responsibility to ensure that the response includes all addenda issued prior to the RFP submission date. By submitting a response, the respondent acknowledges and accepts the Terms and Conditions described herein.

1.3 RESPONSE PREPARATION COSTS

Lehi City is not liable for any cost incurred by the respondent associated with the preparation of the response or the negotiation of a contract for services prior to the issuing of the contract.

1.4 SUBSTANTIVE RESPONSES

The respondent certifies that, (a) the respondent's response is genuine and is not made in the interest of, or on behalf of, an undisclosed person, firm, or corporation; (b) the respondent has not directly or indirectly induced or solicited any other respondent(s) to submit a false response; (c) the respondent has not solicited or induced any other person, firm, or corporation to refrain or abstain from submitting a response; (d) the respondent has not sought by collusion to obtain for itself any advantage over any other respondent(s) or over Lehi City; and (e) respondent shall not violate or cause any person to violate the Utah Municipal Officers and Employees Ethics Act, or any other Federal, State, or Municipal law.

All responses in response to this RFP will be evaluated in a manner consistent with Lehi City policies and procedures, and Utah State Procurement Code 63g-6a-101, et seq. and all applicable rules, regulations, and policies.

1.5 RESTRICTIONS

All responses must clearly set forth any restrictions or provisions deemed necessary by the respondent to effectively service the proposed project.

1.6 RESPONSES SHALL BE BINDING SUBJECT TO ACCEPTANCE

Responses shall be binding upon the respondents for sixty (60) calendar days from submission deadline. A respondent may withdraw or modify its response any time prior to the submission deadline by written request, signed by the same authorized officer or agent who signed the original response.

1.7 ADDENDUM TO THE RFP

In the event that it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all respondents on record as having received this RFP. A statement issued in an addendum shall have the effect of modifying a portion of the response documents when the statement in the addendum specifies a section, paragraph, or text, and states that it is to be so modified.

Any other communication, whether verbal or written, which are received by any representative of the respondent from sources other than official addendum should be confirmed by the respondent with the RFP contact as being true and accurate prior to incorporating such information into its response. This refers to both formal and informal conversations and communications.

1.8 ALTERNATIVE RESPONSES

Respondents may submit more than one response, each of which must follow the criteria of Section 3 and satisfy the requirements of this RFP. If alternative responses are submitted, the respondent must explain the reasons for the alternative(s) and its alternative’s comparative benefits. Each response submitted will be evaluated on its own merits.

1.9 DISCLOSURE OF RESPONSE CONTENT

Under the Government Records Access and Management Act, Section 63-2-101 et seq., Utah Code Ann. (1993 and supp. 1996), as amended ("GRAMA") certain information in the submitted response may be open for public inspection. If the respondent desires to have information contained in its response protected from such disclosure, the respondent may request such treatment by providing a "written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality" with the response (GRAMA, Section 63G-2-309). Pricing elements of any response will not be considered protected. All material contained in and/or submitted with the response becomes the property of Lehi City and may be returned only at the city’s option.

SECTION 2: BACKGROUND AND PROJECT DESCRIPTION

2.1 BACKGROUND

Lehi City is a family friendly, safe and active community of approximately 60,000 people located halfway between Salt Lake City and Provo, Utah. The mountains above Lehi watch over a dynamic community that has always represented the best of each generation. Today, high tech companies from across the nation have come to embrace Lehi's lifestyle of opportunity and optimism.

Lehi City offers self-funded group health and welfare benefit programs to contract employees of the city on a contributory basis. As one of the fastest growing cities in Utah, Lehi City currently employees about 250 benefitted employees.

2.2 PROJECT DESCRIPTION

The purpose of this request for proposal is to enter into a contract with a qualified professional Brokerage Services for Benefits Consulting to assist Lehi City in the management of its employee health and welfare benefit programs. The qualified consultant will review and evaluate current plan designs and identify competitive options available to the City. Further, the selected consultant will provide strategic recommendations on an on-going basis for appropriate citywide group health and welfare benefit plans.

This RFP is designed to provide interested respondents with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Respondents are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

2.3 DETAILED SCOPE OF WORK

1. Provide analytical and strategic consulting services on an ongoing basis for group health and welfare benefit plans to the Manager of Insurance Benefits and the City Insurance Committee.
2. Provide *comprehensive underwriting/financial analysis services* (i.e., project total annual funding levels, per member per year funding levels, generate specific dollar amount scenarios, forecast alternative funding scenarios, project future medical inflation scenarios, etc.).
3. Advise Lehi City on how/ways the group health and welfare benefit plans fit into City overall compensation and benefit objectives.
4. Advise Lehi City as to whether current providers are best meeting the needs of the City and/or whether new providers should be sought in light of current and future costs.

5. Review Lehi City's current group health and welfare benefit plan to ensure compliance with State and Federal laws governing insurance (i.e., HIPAA, COBRA, ERISA, USERRA, FMLA, etc.).
6. Assist with the RFP process for selection of carrier(s) and/or TPA(s) for group health and welfare benefit plans.
7. Assist in the negotiation of the contractual terms between Lehi City and selected providers of group health and welfare benefit plans.
8. Ensure that all contracts, plan documents and summary plan descriptions are produced and executed in a timely manner. Review and advise the City as to whether the contract meets the terms negotiated.
9. Regularly review carrier(s) and/or TPA(s) options and recommend implementation strategies to manage and/or reduce cost.
10. Analyze and present plan design and plan utilization information on a quarterly basis to the Manager of Insurance Benefits and the City Insurance Committee.
11. Secure renewal estimates for the upcoming plan year as soon as March 1 (preferred), but no later than April 1 of each year the contract is in effect. Evaluate the renewal proposals and report findings to Lehi City in writing. The consultant should have the ability and skill to negotiate the renewal proposals when appropriate.
12. Present information and educate Lehi City employees on an ongoing basis about the varied group health and welfare benefit plans offered by the City.
13. Act as a liaison between Lehi City, its individual contract employees and the insurance providers in resolving problems with an emphasis on seeking long-term solutions.
14. Assist in the design, production and distribution of benefit information including but not limited to enrollment materials.
15. Advise Lehi City on compliance with the Affordable Care Act. Provide updates, and training to changes with the Affordable Care Act.

SECTION 3: PROPOSAL

3.1 PROPOSAL REQUIREMENTS

Proposals must include the following:

- Name, location, and contact information of firm (including email address);
- Expertise and depth of staff;
- Detailed response, assessing the work to be performed, the respondents ability and approach, and the resources necessary to fulfill the requirements;
- A specific, point-by-point response to each requirement in the RFP;
- Cost proposal; and

- List of references.

The format and style of the Proposal is at the discretion of the respondent. Respondents are encouraged to provide any supplemental information and attachments relevant to the response including samples, company literature, catalogs, etc.

3.2 PRICE GUARANTEE

All pricing must be guaranteed for 3 years. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be made at least 30 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment to the contract will not be effective unless approved by the Director of Purchasing. Lehi City will be given the immediate benefit of any decrease in the market, or allowable discount.

3.3 LENGTH OF CONTRACT

The Contract resulting from this RFP will be for a period of three years. The contract may be extended beyond the original contract period year-to-year for up to five (5) at the City's discretion and by mutual agreement.

SECTION 4: RESPONSE EVALUATION

4.1 EVALUATION PROCESS

In the initial phase of the evaluation process, the evaluation committee will review all responses timely received. First, non-responsive responses (those not conforming to RFP requirements) will be eliminated. Second, the remaining responses will be evaluated in a cursory manner to eliminate from further consideration those responses, which in the judgment of the evaluation committee, fail to offer sufficient and substantive provisions to warrant further consideration. Each respondent bears sole responsibility for the items included, or not included, in the response submitted by that respondent. Lehi City reserves the right to disqualify any response that includes significant deviations or exceptions to the terms, conditions, and/or specifications in this RFP.

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of Lehi City. However, Lehi City may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offerors expense.

Lehi City reserves the right to be the sole judge as to the overall acceptability of any response or to judge the individual merits of specific provisions within competing offers.

4.2 EVALUATION CRITERIA

Lehi City will judge the merit of all proposals received in accordance with the general evaluation criteria listed below. Failure to provide any of the information requested may result in the response being removed from further consideration. In evaluating the responses, the selection committee will consider:

- Overall strategy and capability to complete the required work.
- Demonstrated history of negotiated rates and benefits.
- Relevant experience with similar projects.
- Itemized description of costs and how costs are determined.
- Strength of references.
- Responsiveness to the requirements of the RFP.

4.3 AWARD OF CONTRACT

Upon completion of the evaluation process, Lehi City will negotiate with and award the contract to the respondent whose response is determined to be most advantageous to the city. Accordingly, each response should be submitted with the most favorable service available. The contract will incorporate the provisions of this RFP and the RFP referred to in Section 4.1 (including any addenda).

4.4 RIGHT TO REJECT

The city reserves the right to reject any and all responses and to waive any formality in the responses received, to accept or reject any or all of the items in the response, and award the contract in whole or in part, if it is deemed in the city's best interest. The city reserves the right to negotiate any and all elements of the responses, if any such action is deemed in the best interest of the city.

SIGNATURE OF RESPONDENT

Upon acceptance of this RFP, the undersigned agrees to complete all required work as described in this RFP document according to the terms and conditions described herein.

Company _____

By _____

Title _____

Signature _____

Address _____

Phone _____

Email _____

Date _____