RFP #694
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington
Release date: Wednesday, May 13, 2015

Request for Proposal for:
Dental Administrative Services Only (ASO) Services

PROPOSALS DUE: Wednesday, June 3, 2015 by 3:00 p.m.

Proposal(s) shall be sealed and clearly marked on the package cover with RFP #, Project Title and Clark County.

Submit one (1) original and three (3) complete copies including one digital copy of the Proposal to:
Kathy Meyers, Benefits Manager
Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington 98660
(360) 397-2323

Refer Questions to:

Project Manager:
Kathy Meyers
Benefits Manager, Human Resources
Kathy.Meyers@clark.wa.gov
ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY: Proposer shall comply with all applicable state and federal laws governing the confidentiality of information."

CONFlict OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONsortium OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES: Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at http://www.clark.wa.gov/hr/documents.html. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution, emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders’ option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS: An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS must be submitted to the Purchasing Department.

PUBLIC SAFETY may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer’s employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer’s employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS: Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of $500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office; V (360) 397-2025; TTY (360) 397-2445; ADA@Clark.wa.gov
Request for Proposals
Table of Contents

PART I PROPOSAL REQUIREMENTS

Section IA: General Information
1. Introduction
2. Background
3. Scope of Project
4. Project Funding
5. Timeline for Selection
6. Employment Verification

Section IB: Work Requirements
1. Required Services
2. Deliverables and Schedule
3. Period of Performance
4. Insurance/Bond
5. Plan Holders List

PART II PROPOSAL PREPARATION AND SUBMITTAL

Section IIA: Pre-Submittal Meeting/Clarification
1. Pre-Submittal Meeting
2. Proposal Clarification

Section IIB: Proposal Submission
1. Proposals Due
2. Proposal

Section IIC: Proposal Content
1. Cover Sheet
2. Questionnaire
3. Dental RFP Data Zip
4. Medical/Dental/Vision Census
5. Employment Verification
6. Response Instructions

PART III PROPOSAL EVALUATION & CONTRACT AWARD

Section IIIA: Proposal Review and Selection
1. Evaluation and Selection
2. Evaluation Criteria Scoring

Section IIIB: Contract Award
1. Consultant Selection
2. Contract Development
3. Award Review

ATTACHMENTS
A: Proposal Cover Sheet
B: Letter of Interest
C. All Questions – Excel Workbook – Dental RFP-All Questions.xlsx
D. Data Zip File – Clark Dental RFPData.zip
E. Copy of Med/Den/Vis Census
Part I  Proposal Requirements

Section IA  General Information

1. Introduction

Clark County is a local government agency in the State of Washington. We provide dental coverage to nearly 1575 employees and employees of several agencies in our surrounding area. There are 15 labor groups covering the majority of our employees; as a result, some coverage may or may not be available to a particular group. In addition to the self-insured dental plan the County offers employees an option under Kaiser-Permanente.

The purpose of this RFP is to market the ASO Services for the County's self-insured dental plan to evaluate cost, competitiveness, and customer service.

2. Background

Clark County is accepting Requests for Proposal (RFP) from qualified ASO providers to administer the self-insured dental plan. The current ASO provider is Delta Dental of Washington. The County currently covers a total of 1775 benefit eligible employees with 1,011 enrolled in the self-insured plans. The other 764 employees are enrolled with Kaiser.

To learn more about Clark County, visit our website at: http://www.clark.wa.gov/com/

The County is looking for a long-term business partner and this RFP is being driven by the desire to evaluate the competitiveness of our existing ASO provider from a cost and service delivery perspective. The ASO provider must be able to administer the existing plan design and have the system flexibility to administer a variety of plan design features.

In your response, please indicate how well your network matches up to Delta Dental of WA. The County and the unions require a significant match in network and plan designs. If you cannot significantly match one or the other, or both, then please elaborate in your declination letter.

If you are selected as a finalist you will be requested to complete a provider disruption analysis within a short timeline.

Plan History

The County has the following employee groups which may or may not have differences in plan design:

MOU Active (MOU: see below) – covers 13 bargaining units as well as management and non-represented employees
Non-MOU Active –Deputy Sheriff’s Guild and Custody Officer’s Guild
COBRA participants
Non-MOU Retirees (LEOFF 1)

MOU stands for Memorandum of Understanding, which is a document that is added to the collective bargaining contracts defining the budget for health care and the role of the Health Care committee to evaluate and modify the plans as needed to control costs. Each year more groups have joined the agreement, and as a party to the agreement they agree to a consolidation of plan design.

Eligibility and Enrollment Conditions

Employees are eligible for dental coverage the first of the month following 90 calendar days of service. Eligible full-time employees are those who work 30 or more hours per week, and part-time employees are those who work between 20 – 29 hours per week. Part-time employees receive a pro-rated contribution towards the cost of dental coverage. The county also allows two married employees to cover each as a dependent.
Eligible dependents include legal spouse, natural children, stepchildren, legally adopted children, or where the child is a dependent under legal guardianship up to age 26 (per federal guidelines). Domestic partners, both same sex and opposite sex are eligible for coverage, as well as the dependent children of the domestic partner who reside in the employee’s home. In addition, dependent children who are physically and mentally impaired may remain on the plan beyond the limiting age.

**Plan Benefits**

Current plan benefits are included as an attachment to this RFP through a Summary of Benefits and the Benefits Booklet. Please provide a proposal for Dental ASO services matching the benefits currently in force, including a PPO Network.

**Funding Arrangement**

Weekly reimbursement for prior week’s claims; monthly payment for admin fees.

Quote on an ASO basis.

**Census**

The census is included as a separate Excel file. There are separate tabs in the Excel workbook for each plan design. It is representative of the current population. If the number of enrollees is more or less than the plan members indicated in the census data, but if the general demographics of the group are not materially different, your proposal should be honored as submitted.

**Premium and Claim Experience**

Two years of experience is attached.

**Contribution Formula**

Most employees pay a 7% contribution; others pay a 5% contribution

3. **Scope of Project**

The County is marketing the self-insured dental plan with the primary objective of finding an ASO provider that can administer the program in accordance with the specific needs of the County. Only vendors who are able to fully comply with the process outlined in the Vendor Services and Minimum Requirements tabs in the attached workbook will be considered. The RFP addresses the following areas that will be considered in the evaluation of the responses.

- Has a track record for quality customer service
- Can successfully implement this plan effective January 1, 2016
- Guarantee administrative fees for at least three (3) years from the effective date
- Can match the in-force plan design and funding arrangement Demonstrated network strength (provider access and contract reimbursement savings)
- Has superior claim utilization management and cost control capabilities
- Has superior reporting capabilities
- Ability to support County’s payroll interface requirements
- On-site open enrollment support

Note: Kaiser-Permanente will remain

4. **Project Funding**

Quote on an ASO basis with the monthly pepm administration charge,
5. Timeline for Selection

The following dates are the intended timeline:

- Proposals due: June 3, 2015
- Proposal review/evaluation period: June 4 – June 19, 2015
- Interviews/demonstration: June 29 – July 1, 2015
- Committee recommendation: July 6 – July 10, 2015
- Implementation begins: July 15, 2015
- Finalize contract, ASO Agreement: November 1, 2015
- Contract begins: January 1, 2016

6. Employment Verification

“Effective November 1st, 2010, to be considered responsive to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within 24 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor ($25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee’s hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, which ever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the RFP in advance of the submittal date:
1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. Fax to (360) 397-6027, or;
3. Call Purchasing at (360) 397-2323 for a current email address.

Section IB Work Requirements

1. Required Services

Service

It is expected that the contracts, necessary administrative forms, administrative manual, summary plan descriptions (SPDs), and employee certificates will be prepared as quickly as reasonably possible following designation of the selected carrier. Please note any additional costs related to HIPAA administration, COBRA administration, SPD’s and any other services if these are not part of the normal administration you provide.

Rate Guarantee Periods

Rates and fees must be guaranteed for 12 months. Please indicate your willingness to extend such guarantees.

Commission

Quote fees net of commissions.

Deviations

It is understandable that you may not be able to respond to each specification in this RFP. Therefore, if you are unable to substantially meet the requirements, you are requested to describe any deviations in your proposal on the Proposal Deviation Form provided.

Financial Stability

The selected ASO or TPA provider and Stop Loss carrier (if applicable) must be financially sound.

Pre-Certification

Please provide your fees for pre-certification/utilization review and case management services.
Provider Directories
Please provide one set of provider directories you would utilize, along with one set of sample benefit summaries and plan booklets.

Identification Cards
Please provide a description of your identification cards with an enclosed sample. We would like to provide plastic type cards if possible.

Data Files and Plan Information
Plan Summaries, plan options for pricing, census data, and plan experience are available online at: http://www.clark.wa.gov/general-services/purchasing/rfp.html

2. Deliverables & Schedule
Final plan design(s) and rates must be approved no later than mid-September each year of the contract. Employee communication shall begin in September following approval of the county. The implementation schedule will be finalized with the successful insurance carrier.

3. Period of Performance
A contract awarded as a result of this RFP will be for a five-year term and is intended to begin on January 1, 2016. Clark County reserves the right to extend the contract resulting from this RFP for a period of two (2) one (1) year periods, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.

4. Insurance/Bond
A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of $1,000,000 per occurrence and in the aggregate for each one year policy period. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than $1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. The deductible will not be more than $50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

B. Automobile
If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of $500,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a $1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

C. Professional Liability (aka Errors and Omissions)
The Proposer shall obtain, at Proposer’s expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of $2,000,000 per occurrence, with a maximum deductible of $25,000. It should be an “Occurrence Form” policy. If the policy is “Claims Made”, then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

D. Umbrella Liability Coverage
Umbrella Coverage in the amount of $2,000,000 shall be provided and will apply over all liability
policies without exception, including but not limited to Commercial General Liability, Automobile Liability, Employers Liability and Professional Liability.

F.  Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance.  Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30 day written notice by mail. It is the Proposer’s responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have a Best’s Rating of A-VII or better.

5. Plan Holders List

All proposers are required to be listed on the plan holders list.

✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser.

Clark County RFP site:  http://www.clark.wa.gov/general-services/purchasing/rfp.html

If your organization is NOT listed, submit the “Letter of Interest” to ensure your inclusion. See Attachment B.

Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

Part II Proposal Preparation and Submittal

Section IIA Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting

There will be no pre-submittal meeting or site visit scheduled for this project.

2. Proposal Clarification

Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is seven calendar days prior to the due date for proposals unless otherwise specified in section 1A-5.

An addendum will be issued no later than six calendar days prior to the proposal due date to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site:  http://www.clark.wa.gov/general-services/purchasing/rfp.html

Section IIB Proposal Submission

1. Proposals Due

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.
Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal
For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposer’s providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should be included with each copy unless otherwise specified.

**Section IIC Proposal Content**

1. Cover Sheet
   This form is to be used as your proposal Cover Sheet
   See Cover Sheet - Attachment A

2. Questionnaire
   See Attachment Excel Workbook – Dental RFP-All Questions.xlsx
   1) Minimum Requirements
   2) Request for Proposal Fees
   3) Questionnaire
   4) Performance Guarantees
   5) Take Over Issues Form
   6) Deviations Form#

3. Dental RFPData.zip
   1. 2014 #474 Benefit Booklet.pdf
   2. 2014 #576 Benefit Booklet.pdf
   3. Clark Dental Exp. FI & SE combined 2014.pdf
   5. Clark Dental Exp Self-Insured 012015-032015.pdf
   7. WDS 2013 Confirmation
   8. WDS 2014 Confirmation

4. Med/Den/Vis Census

5 Employment Verification

**IMPORTANT NOTE:** Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County. Current vendors on file can be viewed at: [http://www.clark.wa.gov/general-services/purchasing/documents/e-verifylog.pdf](http://www.clark.wa.gov/general-services/purchasing/documents/e-verifylog.pdf)
6. Response Instructions

A. Non-Disclosure Agreement/No Referrals – Vendors may not disclose this RFP to any person not directly involved in the personal effort pertaining to this RFP. In addition, business associates and third party entities may not review this RFP unless written permission has been granted by the County.

B. No Press Releases or Public Disclosure – Vendors may not release any information about this RFP. The chosen carrier may not issue a press release unless it has been reviewed and approved in writing by Clark County.

C. Ownership of Materials – Carrier information collected during this procurement is completely confidential. All materials submitted in response to the RFP become the property of Clark County. Proposals and supporting materials will not be returned to vendors.

D. Errors in Proposals – Clark County is not liable for errors in carrier's proposals. A carrier may correct an error in its own proposal with the written approval of Clark County. Changes after the submission date may be made only to correct an error in existing part of a proposal. New material may not be submitted. No oral, telephone, or faxed modifications or corrections will be accepted.

E. RFP Amendments – Clark County reserves the right to amend this RFP at any time prior to the final carrier selection. Amendments will be issued only to vendors who have successfully completed their Intent to Bid. No other amendments – verbal or otherwise – will be agreed to by Clark County.

F. Offer Expiration Date – Proposals in response to this RFP must be valid for at least 120 days from the proposal due date or until the effective date (whichever is later). Clark County reserves the right to ask for an extension of time, if needed.
Part III  Proposal Evaluation & Contract Award

Section IIIA  Proposal Review and Selection

1. Evaluation and Selection:

Proposals received in response to this RFP will be evaluated by a Review Committee. The Review Committee will evaluate the finalist(s) during the interview process and the County’s Labor/Management Health Care Committee will be invited to observe. Prior to submitting the recommendation to the Board of Councilors, the results will be discussed by the full Health Care Committee. The final recommendation will be submitted to the Board of Councilors through the County’s consent process.

2. Evaluation Criteria Scoring

Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

A one hundred (100) point system will be used, weighted against the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Plan Design</td>
<td></td>
</tr>
<tr>
<td>a. Ability to match current design</td>
<td></td>
</tr>
<tr>
<td>b. Ability to administer varying plan designs</td>
<td>25</td>
</tr>
<tr>
<td>2. Network</td>
<td></td>
</tr>
<tr>
<td>a. Ability to match existing network</td>
<td></td>
</tr>
<tr>
<td>b. Network discounts</td>
<td>20</td>
</tr>
<tr>
<td>3. Claims processing &amp; Management reports</td>
<td></td>
</tr>
<tr>
<td>a. Ability and accuracy of auto adjudication</td>
<td></td>
</tr>
<tr>
<td>b. Turnaround time excluding medical claim review</td>
<td></td>
</tr>
<tr>
<td>c. Willingness to contractually establish performance criteria</td>
<td></td>
</tr>
<tr>
<td>d. Frequency and format of experience and utilization reports</td>
<td></td>
</tr>
<tr>
<td>e. Custom report capabilities</td>
<td></td>
</tr>
<tr>
<td>4. Administrative Capabilities</td>
<td></td>
</tr>
<tr>
<td>a. Ability to manage electronic eligibility</td>
<td></td>
</tr>
<tr>
<td>b. Access to Internet based eligibility (view or view/update)</td>
<td>10</td>
</tr>
<tr>
<td>5. Communication</td>
<td></td>
</tr>
<tr>
<td>a. Internet based access to claims, SPD, and education</td>
<td></td>
</tr>
<tr>
<td>b. Summary Plan Description, document clarity and ease of understanding</td>
<td>15</td>
</tr>
<tr>
<td>c. Compliant Summary of Benefit Coverage</td>
<td></td>
</tr>
<tr>
<td>6. Cost</td>
<td></td>
</tr>
<tr>
<td>a. Fixed costs for ASO fees</td>
<td></td>
</tr>
<tr>
<td>b. Cost for added programs</td>
<td>15</td>
</tr>
</tbody>
</table>
Section IIIB

1. Vendor Selection

All qualified proposals will be evaluated and finalists will be based on the vendor whose combination of cost and services are deemed to best satisfy the objectives of Clark County. The County will begin negotiations with the highest scoring proposer(s).

Should the County not reach a favorable agreement with the highest scoring Proposer, the County shall suspend or terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.

2. Contract Development

The proposal and all responses provided by the successful Proposer may become a part of the final contract.

_The form of contract shall be the County’s Contract for Professional Services. A sample is available on request._

3. Award Review

The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a ‘trade secret’ will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.
Request for Proposal #694 - Dental ASO Services

Attachment A    COVER SHEET

General Information:

Legal Name of Applicant/Company/Agency ________________________________
Street Address __________________ City __________________ State ________ Zip ________
Contact Person __________________________ Title __________________________
Phone __________________________ Fax __________________________
Program Location (if different than above) __________________________ Email address __________________________
Tax Identification Number __________________________

ADDENDUM:

Proposer shall insert number of each Addendum received. If no addendum received, please mark “NONE”.
No. _____ Dated: __________ No. _____ Dated: __________ No. _____ Dated: __________.

NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

→ Does the proposal comply with the requirements contained within the RFP?
A “No” response may disqualify the proposal from further consideration.

☐ Yes    ☐ No

→ Did outside individuals or agencies assist with preparation of this proposal?

☐ Yes    ☐ No (if yes, describe)**

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Councilors.

Signature and Title __________________________ Date __________
Attachment B   LETTER OF INTEREST

Legal Name of Applicant Agency ____________________________________________

Street Address __________________________________________________________

City __________________________ State _____________________ Zip ____________

Contact Person __________________________ Title __________________________

Phone __________________________ Fax __________________________

Program Location (if different than above) ________________________________

Email address __________________________________________________________

➢ All proposers are required to be included on the plan holders list. If your organization is NOT listed, submit the “Letter of Interest” to ensure your inclusion.

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: Beth.Balogh@clark.wa.gov

Clark County web link: http://www.clark.wa.gov/general-services/purchasing/rfp.html

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.