



RFP # 707
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington
Release date: Wednesday, June 1, 2016

Request for Proposal for:
Group Life and Long-Term Disability
Insurance Coverage

PROPOSALS DUE: Thursday, June 30, 2016 by 3:00 p.m.

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

Submit one (1) original and three (3) complete copies of the Proposal, as well as on thumb drive containing RFP to:

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: Maria Vergis

Project Manager:
Maria Vergis
Benefits Analyst, Human Resources Department
Maria.Vergis@clark.wa.gov

General Terms and Conditions

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

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Group Life and Long-Term Disability Insurance Coverage

Part I Proposal Requirements

Section IA General Information

1. Introduction

Clark County, (the County), is accepting proposals from experienced and qualified providers for the following coverages for an effective date of January 1, 2017:

- Group Life/AD&D
- Additional Life
- Spouse Life
- Additional AD&D / Spouse AD&D
- Dependent Child Life
- Group Long Term Disability

The insured plans are currently issued through Standard Insurance Company (Standard). The County does not have an outside FML administrator at this time and is not seeking FML administration proposals now. The County would like to place all lines of coverage with one carrier.

2. Background

The County's contracts have been with Standard Insurance since 1989 with the exception of the Additional Life Insurance plan, which became effective 2003. The County has approximately 1695 employees eligible for life insurance with fourteen (14) union/guilds. The County has 1572 employees eligible for LTD benefits because members of the Deputy Sheriff's Guild do not participate in the group's LTD benefit.

The County provides Basic Group Term Life Insurance and Accidental Death & Dismemberment (AD&D) ranging from \$20,000 to one-times annual salary up to \$150,000 to all eligible Active Employees based on class of employees. The Basic Life/AD&D coverage is non-contributory.

Employees may purchase Additional Life/AD&D and Spouse Life/AD&D in multiples of \$10,000 up to \$500,000 through payroll deduction at coverage levels and premiums described in the policy certificate and rate history. Child Life is also available for purchase at \$5,000, \$7,500, and \$10,000 at unit rates.

Note: Additional Life Insurance can be purchased with AD&D benefits, but AD&D benefits cannot be purchased separately. If both the employee and spouse work for the County, he/she cannot be covered as a dependent under this policy, and only one member may cover dependent children.

Life

Current class structure:

Group Life/AD&D, Additional Life, Additional AD&D, Spouse Life, Spouse AD&D, Dependent Child Life.

Class 1: Elected Officials, Management 1 & 2, RTC Management, CRESA Management, SW Clean Air Agency Management, Information Technology Guild, and Lower Columbia Fish Hatchery Board.

Class 2: Non-represented (M3), CRESA Non-represented, RTC Non-represented, and Partners in Careers Sheriff's Administrators Association, SW Clean Air Agency Non-represented, and Law Library.

Class 3: CRESA 911 Dispatchers, Deputy Sheriff's Guild

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Class 4: Custody Officer's Guild; Sheriff's Office Support Guild, Local 11, Local 307, Local 17 Appraisers, Local 17 Engineers, Local 1432, Juvenile Detention Officer's Guild, Local 8, Local 335, and Sheriff's office Support Guild including Job Share employees

LTD

Current Class structure:

Class 1: Elected Officials, Management 1 and 2, Court Appointed, RTC-Management, CRESA Management, SW Clean Air Agency Management, Non-represented (M3), CRESA Non-represented, RTC Non-represented, SW Clean Air Agency Non-represented, and Law Library.

Class 2: Information Technology Guild, Local 11, Local 17 Appraisers, Local 17 Engineers, Local 1432, Local 307, Local 335, CRESA 911 Dispatchers, and Local 8.

Class 3: Partners in Careers, Sheriff's Administrator Association.

Class 4: Juvenile Detention Officer's Guild, Sheriff Support Guild.

Class 5: Custody Officer's Guild

The Basic LTD coverage is non-contributory.

LTD Buy-Up Option: eligible employees may purchase an additional six and two-thirds (6 2/3%) percent monthly LTD benefit through after-tax payroll deduction. Class and premium information is described in the policy certificate and rate history. Eligibility for the buy-up option is based on employee class.

The census will indicate the employees Current Class for both life insurance and LTD benefits.

Employees are eligible first of the month following date of hire as a regular full or part-time employee. Employees are eligible at 20 hours

3. Scope of Project

Clark County is requesting proposals for Group Life/AD&D, Additional Life, Additional AD&D, Spouse Life, Spouse AD&D, Dependent Child Life, and Long Term Disability programs with the primary objectives of finding:

- Competitive fully insured rates for all lines of coverage requested. Please include any package discounts that are applicable.
- Plans that match our current benefits. Indicate any areas which cannot be matched or benefit enhancements you could offer in lieu of matching.
- Useful and timely claims experience reporting.
- On-line claims submission and reports.
- Responsive service to the Human Resources staff and employees.
- Strong claims management and customer service.
- One carrier for all lines of coverage is preferred.

4. Project Funding

Allocation of funds for this RFP will be established based on the funds requested in the selected proposal.

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5. Timeline for Selection

The following dates are the **intended** timeline:

Proposals due	June 30, 2016
Proposal review/evaluation period	July 1, 2016 - July 27, 2016
Interviews for top vendors (if necessary)	August 1, 2016 - August 3, 2016
Selection committee recommendation	August 4, 2016 - August 8, 2016
Contract negotiation/execution	October 1, 2016
Contract intended to begin	January 1, 2017

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, whichever 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 MOU 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. E-mail: beth.balogh@clark.wa.gov or mike.westerman@clark.wa.gov

Note : Sole Proprietors are exempt.

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Section IB

Work Requirements

1. Required Services

Service

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

Rate Guarantee Periods

Rates and fees should be guaranteed for at least 3 years. Please indicate your willingness to extend such guarantees by line of coverage on the Rate Response Form provided.

Commission

Please quote all lines of coverage 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. All deviations will be considered.

Financial Stability

The selected carrier must be financially sound, well capitalized and highly rated by A.M. Best as Excellent (A- or A) or Superior (A+ or A++). The finalists may be requested to provide financial reports.

Claims Processing and Benefit Payments

The selected carrier must establish guidelines and have a system to assure that claims are processed timely and accurately.

The selected carrier must have an automatic process to file integrated Life and LTD waiver of premium claims. For LTD claims, the carrier must match the employer's share of FICA taxes on payment and prepare W-2 forms at year-end.

Customer Service

The selected carrier must assure all customer service and claims staff is trained in the specific technical issues of the County. The carrier must provide ongoing customer service functions for covered persons, claimants, and Benefits staff. The carrier must be capable of recording and maintaining information regarding service-related or other complaints reported by covered employees and/or employee representative. The selected carrier must have telephone system and staff capacity to adequately respond to covered persons in a timely manner. The telephone customer service system must be available during standard business hours Pacific Time, Monday through Friday.

Account Management

The selected carrier is expected to designate an account manager who has the authority to respond to the County's needs in a timely manner.

Communication and Marketing

The selected carrier will provide annual enrollment, general marketing and information materials for employee education and resources.

The carrier will develop and design summary plan booklets (SPD) or Certificates of Coverage in an appropriate form for print or placement on the County's intranet site.

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Reports

The selected carrier must provide quarterly reports and annual reports on the performance of the plans. The standard reporting package should include, but is not limited to the following reports:

Life/AD&D

- Experience Reports by line of coverage
- Life Waiver of Premium Report

LTD

- Experience Reports, Number of Open Claims and Total Claims by Policy Year
- Open Claim List

Performance Reports

- Customer Service
- Claims Administration

All proposers are expected to provide, at a minimum coverage provisions currently in-force. Any enhancements should be outlined in proposal.

Implementation

The selected carrier must designate an implementation team of experienced staff to work with the County to effectively implement the plans on schedule.

Ensure that no covered members lose benefits in a transition between carriers, giving special consideration to anyone not actively at work due to disability, but not yet qualified for waiver.

2. County Performed Work

Benefits and payroll staff under the direction of the County's Benefits Manager will work with the implementation team to facilitate system requirements resulting from the award of the contract. They will coordinate employee communications to ensure employees are informed of any changes, including new guarantee issue periods, and perform the administrative (enrollment) requirements of the plans.
3. Deliverables & Schedule

The selected carrier provides efficient claims administration management and customer service in accordance with all federal and state regulations to ensure the County's benefits programs remain competitive while managing cost and utilization.

Employee communication shall begin in October following approval of the County. The implementation schedule will be finalized with the successful insurance carrier for a January 1, 2017 effective date.
4. Place of Performance

Contract performance may take place in the County's facility, the Proposer's facility, a third party location or any combination thereof.
5. Period of Performance

A contract awarded as a result of this RFP will be for a period of three (3) years and is intended to begin on January 1, 2017 and end December 31, 2019. 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.

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6. Insurance/Bond

A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$500,000 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. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. 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.

C. 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.

7. 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.

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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 (June 22, 2016) 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>

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**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, and 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.

Proposer's 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.

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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. Project Team  
The Benefits Analyst will lead this project under the direction of the County's Benefit Manager. Members of the Benefits Staff and Payroll may participate on the Review Committee in the evaluation of the RFP responses and finalist presentations.
  
3. Management Approach  
Provide an implementation timeline and accompanying documents to identify a communication strategy and tools for use during initial education and enrollment period.
  
4. Respondent's Capabilities  
Complete the questionnaires provided under Attachment C.
  
5. Proposed Cost  
See questionnaire.
  
6. Employment Verification  
**Please refer to section 1A.6. – e-Verify**

**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>

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**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. Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Board of Councilors.
- 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:**

*Define how you will evaluate each proposal and the point allocation per section.*

*Consider:*

|                                 |     |
|---------------------------------|-----|
| Benefits/plan design            | 10  |
| Value Added Services            | 5   |
| Claims Administration           | 20  |
| Account Management              | 10  |
| Reporting                       | 10  |
| Cost                            | 15  |
| References                      | 10  |
| Customer Service/Communications | 20  |
| Total Points                    | 100 |

**Section IIIB Contract Award**

- 1. Consultant Selection: *The County will award a contract to the highest scoring Proposer. 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. (samples available for viewing)*
- 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.
- 4. Implementation/Kick-off Meeting: Contract negotiations will be completed following the review of RFPs and possible in-person interviews on August 1 - 3, 2016. Following the Board of County Councilor's authorization of the contract at a Board Consent meeting, a kick-off meeting with the implementation team will be scheduled on 8/22/16.

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**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, Administrator of Applicant Agency\*  
(\*Enter the appropriate signature title)

\_\_\_\_\_  
Date

**Vendor/Contractor:**

Have you or any of your employees who will be directly compensated retired from a Washington State Retirement System using the 2008 Early Retirement Factor?

Yes  No

If yes, please provide the name and social security number for each retiree to Clark County Purchasing.

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**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 proposer's 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](mailto: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.**