

# County of Henry

P.O. BOX 7  
COLLINSVILLE, VIRGINIA 24078-0007  
<http://www.co.henry.va.us/>

TELEPHONE (276) 634-4670  
FAX (276) 634-4535



MEMBER OF  
VAGP  
NIGP

PURCHASING DEPARTMENT

**APRIL 26, 2016**  
**REQUEST FOR PROPOSAL**  
**RFP # 16-05103-A175**  
**HENRY COUNTY PURCHASING DEPARTMENT**

The County of Henry & Henry County Public Schools solicits firms to submit proposals for “Employee Benefits Broker.” The original and **three (3)** submittals (**FOR A TOTAL OF FOUR (4) PROPOSALS**), marked “Employee Benefits Broker” RFP #16-05103-A175 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, MAY 10, 2016, in the:**

**Purchasing Department, Room 210**  
**Attn: Carole Jones, Chief Purchasing Agent**  
**Henry County Administration Building**  
**P.O. Box 7, Collinsville, VA 24078 (Postal Service) or**  
**3300 Kings Mountain Road, Martinsville, VA 24112 (UPS or FedEx).**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

**RFP #16-05103-A175**

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

**Contract Period**

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for the terms and conditions indicated on page 7 of this RFP. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

**Piggy Back Clause**

This contract shall be available for piggy backing for any other state and local agency or government agency.

**Illegal Aliens**

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

**Permits/Licenses**

Vendors shall be responsible for acquiring all the proper permits/licenses required by local and state authorities in conjunction with this proposal. Proposal prices shall include these fees and no additional costs are to be accessed to the County/PSA. Vendor’s attention is directed to the requirements of title 54, chapter 11, of the code of Virginia pertaining to registration of contractors.

**Contact for RFP**

Please contact Christy Landon at 276-634-4708 for any questions pertaining to this RFP.

**SPECIAL TERMS AND CONDITIONS**

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

**PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME (TYPE/PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

TELEPHONE(     ) \_\_\_\_\_

FAX(     ) \_\_\_\_\_

**RFP# 16-05103-A175**

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

\_\_\_\_\_ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

\_\_\_\_\_ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

\_\_\_\_\_  
AUTHORIZED VENDOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINTED NAME AND TITLE

**Subcontractor Information**

**Must fill form out completely even if no subcontractors are being used.**

You must check appropriate box below and list any subcontractors that will be used for this **RFP# 16-05103-A175** for **Employee Benefits Broker**.

\_\_\_\_\_ I will be using subcontractors. (See list below)

\_\_\_\_\_ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

\_\_\_\_\_ I will not be using subcontractors.

1.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

2.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

3.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

4.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

5.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

6.) Subcontractors Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

**Vendors Company Name** \_\_\_\_\_

**Vendors Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vendors Telephone #** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_

\*Note- Add a separate sheet if you need additional space for subcontractors

**TABLE OF  
CONTENTS**

PURPOSE..... Page 7

BACKGROUND INFORMATION ..... Page 7

PERIOD OF PERFORMANCE/DELIVERABLES ..... Page 7

SCOPE OF SERVICES ..... Page 7

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS ..... Page 8

SUBMITTAL REQUIREMENTS ..... Page 9

EVALUATION AND AWARD CRITERIA ..... Page 12

VENDOR INFORMATION FORM ..... Page 13

1.0 **PURPOSE:** The purpose and intent of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations for providing an employee benefits broker for health, dental and long term disability benefits, health insurance consulting services, electronic enrollment, and consolidated billing for Henry County Public Schools and County of Henry (hereinafter referred to as HCPS/Henry County) in accordance with the Scope of Work and Terms and Conditions identified herein. This solicitation includes cooperative use language for use by other public bodies.

2.0 **BACKGROUND:** HCPS currently has under contract a Health Insurance Consultant who assists and advises on the health plan, dental plan and long term disability compliance, funding and renewal negotiation. It is the intent of HCPS/Henry County to expand and strengthen such relationships, with either the current provider or another firm, through a competitive selection process. The purpose of the Request for Proposals (RFP) is to solicit offers from qualified licensed Virginia insurance brokers / consultants to provide brokerage and consulting services to HCPS/Henry County in the areas of plan design, placement and administration of insurance contracts, and contract renewals.

3.0 **PERIOD OF PERFORMANCE/DELIVERABLES:** Any contract resulting from this solicitation shall be for the period of one year with the option to renew for four (4) additional one-year terms, unless terminated by either party. Offerors submitting proposals for less than the contract period specified, or other than a firm fixed price for the initial contract period, will not be accepted. Any contract price adjustments shall be negotiated between HCPS/Henry County and the awarded vendor, and finalized in writing prior to any renewal period.

4.0 **SCOPE OF WORK:** The following is the minimum scope of work to be performed under any resulting contract(s):

4.1 HCPS/Henry County's desired time-line is ambitious. It is our desire to have the future provider selected by June 15, 2016, in order to allow an ample time for the transition between the current provider and the future provider, if necessary.

4.2 Open enrollment is April 1, 2016, through May 31, 2016, with an effective date of July 1, 2016.

It is preferred that the awarded vendor be licensed as a Third Party Administrator in Virginia. In addition, the awarded vendor must:

4.3 Provide a toll-free telephone line for customer service.

4.4 Keep HCPS/Henry County informed of all changes in both state and federal laws and regulations pertaining to employee benefits, specifically including the Affordable Care Act/health care reform (Section 125 and Health Plan). Help HCPS/Henry County and its plan remain in compliance. Make recommendations related to the Affordable Care Act/health care reform including long term care solutions. Assist in the preparation of any required fees and taxes/forms related to health care reform and provide a 1095 solution.

- 4.5 Work closely with administrators and committees to determine plan design and the type of insurance products which best serve the employees' and HCPS/Henry County's needs.
- 4.6 Assist administrators and committees in determining which products are qualified under Section 125.
- 4.7 Review, evaluate, and analyze all proposals received from insurance providers under Section 125, including health insurance, and submit findings to administrators and committees.
- 4.8 Conduct annual surveys of insurance products' performance and status to assure that products continue to be qualified under Section 125 and that carriers maintain proper ratings.
- 4.9 Report any recommendations concerning possible improvements or changes in approved products to administrators and committees who are ultimately responsible for communication.
- 4.10 Conduct meetings and enrollments with all personnel on mutually agreed upon days to educate and inform, answer questions, and give presentations on the plan, its benefits, and products.
- 4.11 Assure continuing compliance with Internal Revenue Code and Department of Labor regulations and HCPS/Henry County rules, including but not limited to, reviewing Benefit Election Forms, Plan Documents, Summary Plan Descriptions, Plan Changes and Amendments, Form 5500, if required, and other IRS filings. Additionally, maintain all plan records in a fashion conducive to providing verification of plan compliance.
- 4.12 Provide information to plan participants concerning participation status on a routine basis and other inquiries on an as needed basis.
- 4.13 Act as liaison for plan operations to assist with the resolution of employee, participant, and administrative problems as they arise.
- 4.14 Provide HCPS/Henry County with all needed forms to facilitate plan operations and compliance.

5.0 **PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS**

5.1 **General Requirements**

- 5.1.1 Proposals shall be signed by a representative of the Offeror authorized to bind the firm into a contract. All information requested must be submitted.
- 5.1.2 This Request for Proposal creates no obligation on the part of HCPS/Henry County to award a contract or to compensate vendors for proposal preparation expenses. HCPS/Henry County will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal. HCPS/Henry County has the right to accept the

best proposal as submitted, without negotiation, and may do so; therefore, vendors should not rely on having a chance to negotiate and adjust their proposals.

- 5.1.3 Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Offeror's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- 5.1.4 Each copy of the proposal should be bound or contained in a single volume, where practical. All documentation submitted with the proposal should be contained in that single volume.
- 5.1.5 All submissions are final and may not be withdrawn after the proposal submission deadline set forth in this solicitation.
- 5.1.6 Trade secrets or proprietary information submitted for a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of Code of Virginia, § 2.2-4342F, in writing, prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. However, the classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw an entire classification designation, the proposal will be rejected.

5.2 **Oral Presentation/Product Demonstration:** Offerors who submit a proposal in response to this RFP and are ranked among one of the top finalists may be required to give an oral presentation of their proposal and product demonstration to HCPS/Henry County. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is only a fact-finding and explanation session. The Purchasing Agent or an HCPS/Henry County representative will schedule the time and location of these presentations. Each Offeror shall be prepared to elaborate on their proposal or demonstrate their product/system for a select group of HCPS/Henry County staff. Oral presentations/product demonstrations are an option of HCPS and may or may not be conducted.

5.3 **Submittal Requirements:**

- 5.3.1 Offeror shall provide a brief company description and history. At a minimum, the following information shall be provided:
  - 5.3.1.1 Name:  
The name under which the Offeror is licensed to do business.
  - 5.3.1.2 Address:  
The address of the Offeror's headquarters office.

- 5.3.1.3 Local Address:  
The address of the Offeror's local office responsible for the proposed work, if different from the headquarters office.
- 5.3.1.4 Local Officers:  
Names, titles, and telephone numbers of local officers or representatives of the Offeror.
- 5.3.1.5 Years of Experience:  
The number of years the Offeror has actively participated in work similar to that described in this RFP.
- 5.3.1.6 Warranties:  
Description of warranties available from or through the Offeror, including manufacturer's warranties on components.
- 5.3.1.7 Current Contract Obligations:  
Existing Vendor contractual commitments of similar scope and priority and their estimated impact on the Offeror's ability to service this contract, if awarded.
- 5.3.2 Offeror's complete Technical Proposal
- 5.3.3 Offeror's complete Cost Summary
- 5.3.4 Additional Data - This section should include any additional information the Offeror believes to be essential to a thorough evaluation of its proposal. List all attached reports, financial documents, etc., and sequentially number all pages of the proposal.
- 5.3.5 References - The Offeror shall include a minimum of two (2) school systems and two (2) municipalities of similar size or larger and scope for whom the Offeror has provided these services/products within the last three (3) years. Include the date(s) when service/product was provided, the business name, address, and name and telephone number of the contract administrator. HCPS/Henry County shall have the option of checking discovered references in addition to references provided by the Offeror. HCPS/Henry County must be able to contact references without notification to the Offeror.
- 5.3.6 Executive Summary-Offeror shall describe in non-technical terms their approach to implementing the requested service, identifying any unique or distinctive services to which the Offeror wishes the evaluation committee to give particular attention.
- 5.3.7 Vendor Information Form – Section 10
- 5.4 **Technical Proposal Requirements:** Proposals should be as thorough and detailed as possible so that HCPS/Henry County may properly evaluate the Offeror's capabilities to provide the required services/ products. Proposals shall

be submitted on 8½” x 11” paper and prepared simply and concisely. Elaborate artwork, expensive paper, bindings, visual and other presentation aids are not required. Each Offeror’s proposal **shall be** organized in the sequence indicated below.

- 5.5 **Experience/Qualifications/Ability to Perform:** The Offeror shall indicate the expertise and experience of the firm relative to the Scope of Work and specific requirements contained in this RFP. Responses must include the names, addresses, and phone numbers of contact persons, size and scope (magnitude and complexity) of service/product provided, date of award and period of performance. The Offeror shall provide pertinent financial data which demonstrates the Offeror’s corporate capability to successfully perform (e.g., annual financial reports and statements, Dun and Bradstreet and/or other credit bureau ratings).
- 5.6 **Proposed Approach/Methodology/Services:** Offeror shall respond to the Scope of Work (Section 6). The Offeror shall provide a written narrative describing the firm’s ability to meet the minimum requirements set forth herein. Sufficient detail shall be provided to demonstrate the Offeror’s understanding, ability and/or willingness to satisfy all specified requirements. At a minimum, the Offeror shall address the following: responsiveness of the proposed system to HCPS/Henry County’s needs and requirements; hardware requirements for proposed system; Offeror support of the system following installation; service and maintenance factors; and training services.
- 5.7 **Proposed Costs:** The Offeror shall submit an itemized list of all proposed costs for the products and services being offered.

6.0 **EVALUATION AND AWARD CRITERIA:**

6.1 **Evaluation Criteria:** Proposals will be evaluated by an HCPS/Henry County committee using the following criteria as related to the Scope of Services:

Evaluation Criteria	Assigned Weight
Reduced internal administration	15 pts
Ability to provide requested services	45 pts
Experience with similar projects	30 pts
Proposed Costs	10 pts

The Offerors who appear most capable of providing a product/service that can best satisfy HCPS/Henry's County's needs, based on the scoring rubric described above, will be selected as finalists for further evaluation. There is no specified number of finalists that may be selected. Upon the completion of oral presentations (oral presentations are an option of HCPS/Henry County) and negotiations by selected finalists, the evaluation committee will score proposals on the criteria a second time to determine the Offeror whose proposal best meets the needs outlined by HCPS/Henry County.

7.0 **VENDOR INFORMATION FORM**

Ordering Information: Please specify the correct legal business name, contact person, address, phone and fax numbers that should be used for all purchase order submittals by HCPS/Henry County.

Legal Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tax ID# / FIN: \_\_\_\_\_

Remittance Information: (Provide only if different from ordering address)  
Please specify the correct legal business name, address, phone and fax numbers that should be used as the remittance address by HCPS/Henry County.

Legal Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

If Remittance Information is left blank, remittance will be sent to the Ordering Address indicated above.

**Identification Number** \_\_\_\_\_

(assigned by the Virginia State Corporation Commission for any Offeror meeting the following requirement.)

**Section 2.2-  
4311.2, Code of  
Virginia**

Any Offeror that is organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law. The Offeror is to include with its proposal either the identification number issued to it by the State Corporation Commission or a statement describing why the Offeror is not required to be so authorized.

Statement: