



Essex County and Schools

RFP # 2015-12060-01

Request for Proposal

Medical, Dental and Vision Coverage

Effective Date: July 1, 2015

RFP Due Date:
Thursday, February 26, 2015

We will assume complete adherence to all aspects of this Request for Proposal (RFP). If you cannot comply with any aspects of this RFP, include a separate listing of all deviations with your proposal.

Please email your proposal to Jennifer France at the address below. If you choose not to submit a proposal, we ask that you submit a letter of declination by the submission deadline.

All information contained in this RFP should be considered proprietary and confidential and under no circumstances should be released to any other source without the prior consent of Digital Benefit Advisors.

Do not contact the client directly regarding this RFP. Please direct any questions that you have to the following at Digital Benefit Advisors:

Jennifer France
Senior Advisor
Digital Benefit Advisors
9954 Mayland Drive; Suite 2200
Richmond, VA 23233
804-249-5173
jfrance@digitalbenefitadvisors.com

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I. BACKGROUND & PLAN INFORMATION

You are invited to submit a proposal to provide Medical and/or Dental coverage for the employees and dependents of members of **Essex County and Schools** herein referred to as Essex County for an effective date of July 1, 2015. Essex County is requesting offers for a fully-insured funding arrangement. They currently offer fully insured medical and dental plans. The rates and requirements are listed below.

UHC Choice 2500 HSA (\$10 / \$30 / \$50 Rx)	
Eligibility:	Varies by County and Schools. See below*
Eligibility Date:	See below*
Employer Contribution to HSA	Varies by County or Schools
Employer Contribution:	Varies by County or Schools
Commission Request:	0%
<u>CURRENT RATES</u>	Active Amount
Employee Only	\$539.66
Employee + Spouse	\$1,066.31
Employee + Child	\$735.53
Employee + Children	\$735.53
Family	\$1,150.66

UHC Choice XIJ (\$10 / \$35 / \$60 Rx)	
Eligibility:	Varies by County and Schools. See below*
Eligibility Date:	See below*
Employer Contribution to Monthly Premiums:	Varies by County or Schools
Commission Request:	0%
<u>CURRENT RATES</u>	Active Amount
Employee Only	\$711.75
Employee +Spouse	\$1,406.34
Employee + Child	\$970.08
Employee + Children	\$970.08
Family	\$1,517.60

I. BACKGROUND & PLAN INFORMATION

United Choice+ VCE (\$10 / \$30 / \$50 after deductible)	
Eligibility:	Varies by County and Schools. See below*
Eligibility Date:	See below*
Employer Contribution:	Varies by County or Schools
Commission Request:	0%
<u>CURRENT RATES</u>	Active Amount
Employee Only	\$775.25
Employee + Spouse	\$1,531.81
Employee + Child	\$1,056.62
Employee + Children	\$1,056.62
Family	\$1,652.99

Current Dental Coverage:

Anthem Dental Low Option PPO	
Eligibility:	Varies by County and Schools. See below*
Eligibility Date:	See below*
Employer Contribution:	None – dental is 100% voluntary
Commission Request:	0%
<u>CURRENT RATES</u>	Active Amount
Employee Only	\$13.63
Employee + Spouse	\$27.26
Employee + Child	\$27.26
Employee + Children	\$46.33
Family	\$46.33

Anthem Dental High Option PPO	
Eligibility:	Varies by County and Schools. See below*
Eligibility Date:	See below*
Employer Contribution:	None – dental is 100% voluntary
Commission Request:	0%
<u>CURRENT RATES</u>	Active Amount
Employee Only	\$24.71
Employee + Spouse	\$49.43
Employee + Child	\$49.43
Employee + Children	\$81.52
Family	\$81.52

I. BACKGROUND & PLAN INFORMATION

Vision Plan:

Currently, the County and Schools do not have a vision program in place. They would like to see options for an exam only/discount plan under the medical plan, as well as a separate comprehensive vision plan benefit quote. Please quote a 12/12/24 plan design.

Current Eligibility Guidelines:

Full time employees for the County and Social Services are eligible if they work 40+ hours per week. Eligibility for the Schools is defined as any permanent contracted employee paid over 12 months. This may include some part time employees working 30-40 hours per week on average.

Important Note Regarding Early Retirees:

Your proposal must include coverage for all eligible employees and a grandfathered group of early retirees (pre-65) who are not eligible for Medicare. Essex County and Schools no longer offers coverage to early, pre-65 retirees. Those currently enrolled are marked on the census information. Again, this is a closed class. Retirees will pay the total cost of the coverage for both employee and dependents.

II. PROPOSAL REQUIREMENTS

Please include a one-page signed statement in your proposal confirming compliance with the requirements listed below. The signature page is enclosed.

1. The effective date is July 1, 2015.
2. **All fees/rates for Medical, Dental and Vision should be guaranteed for a minimum of 12 months. In addition quote 18 months rates that will expire on 12/31/2016.** Please include any standard performance, financial, network discount and implementation guarantees you are willing to provide with your proposal.
3. Coverage is to be provided on a no-loss no-gain basis. Please confirm currently covered employees will be covered by the proposed plan. The actively-at-work requirement will be waived for participants covered under the prior plan, including COBRA participants. No pre-existing condition limitations will apply.
4. Proposed plan provisions must mirror requested provisions except where specific changes are noted. Unless deviations are noted, we will assume duplication of all proposed provisions. Further, **please note any benefit enhancements included in your proposal.**
5. **Provide rates net of commissions.**
6. Renewal rate action will be required approximately 120 days prior to renewal date.
7. Offeror must be a responsible provider of health care services, licensed to conduct business in the Commonwealth of Virginia, who regularly and practically engages in the delivery of these services.
8. Each proposal is firm for the one hundred twenty (120) days immediately following the date of submission. At the end of the 120-day period, the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn, it will remain in effect until an award is made or the solicitation is canceled.
9. Each proposal shall provide the following information:
 - a. Signed Compliance Statement
 - b. Completed Proposal

II. PROPOSAL REQUIREMENTS

10. Deliver an electronic copy (CD or via e-mail) **and** one (1) hard copy of your proposal by 11:00 AM, **Thursday, February 26, 2015**. Proposals will NOT be accepted or considered after 11:00 AM local time on the closing date. Please send to the following:

Jennifer France
Senior Advisor
Digital Benefit Advisors
9954 Mayland Drive; Suite 2200
Richmond, VA 23233
804-249-5173
jfrance@digitalbenefitadvisors.com

III. PLAN DESIGNS AND SPECIFICATIONS

Please provide pricing for the current plans as outlined below. All benefit deviations and enhancements should be clearly outlined.

CURRENT MEDICAL PLAN DESIGNS:

In Network Benefits	Choice Plus 20/500/80%	Choice 25/60%	Choice 2500/90% HSA
Referrals Required	No	No	No
Contract Year Deductible	\$500 individual \$1000 family	\$0	\$2,500 individual \$5,000 family
Contract Year Maximum Out-of Pocket	\$3,500 individual \$7,000 family	\$3,000 individual \$6,000 family	\$3,500 individual \$7,000 family
RX Maximum Out of Pocket Limit	N/A	N/A	Included in Medical
Preventive Services	Covered 100%	Covered 100%	Covered 100%
Office Visits	\$20 PCP \$40 Specialist	\$25 PCP \$50 Specialist	10% after deductible
Urgent Care	\$50	\$75	10% after deductible
Inpatient Hospitalization	20% after deductible	40% coinsurance	10% after deductible
Outpatient surgery	20% after deductible	40% coinsurance	10% after deductible
Emergency Room	\$150 copay	\$200 copay	10% after deductible
Preventive Vision Services	n/a	n/a	n/a
Pharmacy Prescription Drugs	\$100 individual \$300 family, then Tier 1: \$10 Tier 2: \$30 Tier 3 \$70	Tier 1: \$10 Tier 2: \$35 Tier 3 \$60	<i>After deductible</i> Tier 1: \$10 Tier 2: \$30 Tier 3 \$50
Mail Order Prescription Drugs (90-day supply)	\$100 individual \$300 family, then Tier 1: \$25 Tier 2: \$87.50 Tier 3 \$175	Tier 1: \$25 Tier 2: \$87.50 Tier 3 \$150	<i>After deductible</i> Tier 1: \$25 Tier 2: \$75 Tier 3 \$125
Out of Network Benefits	Choice Plus 20/500/80%	Choice 25/60%	Choice 2500/90% HSA
Contract Year Deductible	\$1,000 individual \$2,000 family	N/A	N/A
Maximum Out of Pocket	\$4,500 individual \$9,000 family	N/A	N/A
Coinsurance	30%	N/A	N/A

Requested plan design options:

1. Similar-to-Current plan designs (Triple option with H.S.A.)
2. Cost saving alternatives
3. All plans should include embedded deductibles, if available

III. PLAN DESIGNS AND SPECIFICATIONS

Low Option -Active PPO	In-Network	Out of Network
Annual Maximum	\$1,000	\$1,000
Annual Deductible	\$25 per person \$75 family maximum	\$25 per person \$75 family maximum
Preventive Services (exams, cleaning, x-rays, fluoride treatments, sealants etc)	100%	100%
Basic Services (fillings, space maintainers, oral surgery etc)	80%, after deductible	80%, after deductible
Major Services (endodontics, periodontics, crowns, dentures etc)	n/a	n/a

High Option -Active PPO	In-Network	Out of Network
Annual Maximum	\$1,000	\$1,000
Annual Deductible	\$25 per person \$75 family maximum	\$25 per person \$75 family maximum
Preventive Services (exams, cleaning, x-rays, fluoride treatments, sealants etc)	100%	100%
Basic Services (fillings, space maintainers, oral surgery etc)	80%, after deductible	80%, after deductible
Major Services (endodontics, periodontics, crowns, dentures etc)	50%, after deductible	50%, after deductible
Orthodontic Services (dependent children only)	50%	50%
Orthodontic Lifetime Maximum (dependent children only)	\$750	\$750

Requested plan design options:

1. Similar-to-Current plan designs (dual choice with high and low options)
2. Cost saving alternatives

III. PLAN DESIGNS AND SPECIFICATIONS

CRITERIA FOR PROPOSAL EVALUATIONS:

1. An Evaluation Committee composed of representatives from Essex County and Essex County Schools and its consultant Digital Benefit Advisors will evaluate proposals received. Upon completion of the evaluations, recommendations for selection will be prepared for approval.
2. Our primary objectives are to:
 - a. Maintain the current level of benefits and improve health and wellness.
 - b. Ensure the health and dental plans offers the most competitive arrangement as measured by benefits, provider discounts, administrative costs, and customer service.
 - c. Provide simplified instruction and communication resources throughout the term of the contract.
 - d. Provide wellness resources and incentives to encourage employees to become better consumers of healthcare costs.
 - e. Partner with a vendor who is willing to implement meaningful performance guarantees.
 - f. Partner with a vendor who is willing to provide wellness dollars.
3. Proposals will be evaluated based on the following criteria:
 - a. Benefit package,
 - b. Competitive pricing and demonstrated ability to manage healthcare costs over a long term period,
 - c. Network access – **Please provide a standard Geo Access Report (see attachments list in Questions and Addenda Section)**
 - d. Proven ability to provide the highest level of service in plan administration and claims adjudication,
 - e. Reputation for providing quality services,
 - f. Highly skilled, qualified, and experienced people,
 - g. Thorough understanding of contract responsibility,
 - h. Effective communications and implementation strategy,
 - i. Wellness Programs for Health Insurance Quotes- including health risk assessments, health screenings, health risk profile, ongoing follow up management and wellness dollars – **Please provide a wellness program as part of your quote. (See attachments list in Questions and Addenda Section)**
 - j. Technology resources – on-line resources for employer and employees,
 - k. Valuable and timely statistical reporting (network utilization, network savings, claim experience, etc.)

III. PLAN DESIGNS AND SPECIFICATIONS

4. Essex County, in conjunction with Digital Benefit Advisors, may conduct finalist interviews with selected offerors. After negotiations with selected carrier have been conducted an award will be made to the carrier which in the opinion of the County and Schools has made the best proposal. The County and Schools may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should the County and Schools determine in writing and in their sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified, or that one Offeror is clearly more highly qualified than others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated.
5. Essex County and Schools and Digital Benefit Advisors expect to work closely with the selected vendor(s) during the implementation process and on an ongoing basis to ensure that commitments made during the selection and negotiation processes are met.

Offerors shall carefully examine this RFP and any addenda. Offerors should seek clarification of any ambiguity, conflict, omission or other error in this RFP in writing. Questions should be addressed to Digital Benefit Advisors. If the answer materially affects the RFP, the information will be incorporated into an addendum and distributed to vendors. Discussions with Essex County or Essex County Schools officials during the solicitation and evaluation period are inappropriate. Therefore, offerors shall not contact Essex County or Essex County Schools employees or officials regarding this RFP during the period of solicitation and evaluation.

Oral comments do not form a part of this RFP.

III. PLAN DESIGNS AND SPECIFICATIONS

The County and Schools request that you submit the following attachments and responses with your proposal:

- Current Drug Formulary Listing /Medical Vendors
- Sample Claim / All Vendors
- Sample EOB / All Vendors
- Sample Wellness documents/brochures / Medical Vendors
- Enrollment / Change Form or website access for viewing / All Vendors
- Sample Monthly Bill / All Vendors
- List of Exclusions and Limitations for each plan proposed / All Vendors
- Geo Access Report / Medical Vendors
- Full Wellness Program proposal / Medical Vendors – please include responses to the questions listed below:
 1. Do you offer health screening programs or wellness dollars? If so, please describe
 2. Is there a cost to the group for design, implementation and ongoing reporting of wellness programs?
 3. Do you integrate your wellness program with managed care? If so, please describe
 4. Do you integrate your reports with medical utilization in order to analyze effectiveness of the program?
 5. Do you offer ongoing communication materials to employees of Essex County and Schools to encourage wellness participation and increase awareness of health and wellness issues? If so, is there a cost for these communication materials?

CHANGES IN THE REQUEST FOR PROPOSALS:

Any changes made in this RFP will be posted and distributed to vendors of record. Any and all addenda will be numbered in sequence, dated as of the date of issue, posted and distributed via fax, e-mail, or U.S. Mail.

APPENDICES

APPENDIX A: ANTI-COLLUSION STATEMENT

TO ALL OFFERORS: EXECUTE AND RETURN WITH PROPOSAL DOCUMENTS.

In the preparation and submission of this proposal, said vendor did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competition in violation of the Sherman Act (15 U.S.C. Section 1), Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

The undersigned vendor hereby certifies that this agreement, or any claims resulting there from, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, Essex County and Schools has an interest in, or is concerned with, this proposal; and, that no person or persons, firm or corporation, other than the undersigned, have or are interested in this proposal.

All Proposals submitted must be signed by an individual authorized to bind the Offeror. Proposals submitted without such signature will be deemed non-responsive, and will not be considered. Essex County and Schools reserves the right to cancel the RFP, to award in part or in whole or reject any and all proposals deemed to be in the County and Schools best interest. The County and Schools may modify any requirements in the RFP prior to the deadline by written notice to any Offeror requesting a copy of the RFP. The County and Schools may modify the project's scope of services and required tasks during negotiation process with the successful Offeror.

If you desire not to quote on this invitation, please forward your acknowledgement of **NO PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT WILL BE CAUSE FOR REMOVAL OF YOUR COMPANY'S NAME FROM THE QUALIFIED OFFEROR LIST.**

The right is reserved to extend any resulting contract, for terms to be mutually negotiated and agreed upon.

All proposals are subject to general terms and conditions hereby attached and will be rejected if not properly executed.

The County and Schools reserve the right to be sole judge and to make the award in accordance with its own judgment as to what will best meet its requirements and be in the best interest of the County and Schools.

APPENDICES

COMPLIANCE with RFP # 2015-12060-01:

My signature on this proposal certifies that the proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same service and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the Virginia Governmental Frauds Act and Federal Law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the offeror.

The undersigned hereby agrees to provide the service specified herein in accordance with the terms, conditions, specifications and prices set forth in this proposal.

NAME OF ORGANIZATION

TELEPHONE NUMBER

STREET ADDRESS

FAX NUMBER

CITY, STATE, ZIP CODE

EMAIL ADDRESS

NAME (TYPE OR PRINT)

OFFICIAL TITLE

SIGNATURE

DATE

VA CORPORATION COMMISSION
I.D. #

IRS I.D. #

APPENDICES

APPENDIX B: GENERAL TERMS AND CONDITIONS

- A. **INDEMNITY:** The contractor agrees to defend, indemnify and hold harmless, the County and Schools and its members, officers, directors, employees, agents, and representatives from and against any and all claims, damages, demands, losses, costs and expenses, including attorney's fees, and any other losses of any kind or nature whatsoever including claims for bodily injuries, illness, disease, or death and physical property loss or damage in favor of contractor, its sub-contractors, their employees, agents, and third parties arising during the performance of services and resulting from tort, strict liability, or negligent acts or omissions of contractor, its sub-contractors and their employees or agents under the agreement, or resulting from breaches of contract, whatever by statute or otherwise.
- B. **QUOTATION FORM:** The bidder/offeror must sign and properly fill out all forms in this Bid/Proposal or be subject to being declared unresponsive. If unable to submit a Bid/Proposal, please sign and return this solicitation form, advising reason for no Bid/Proposal.
- C. **CONTRACTOR'S DEFAULT:** In case of default of the contractor, the County and Schools may procure the articles of service from other sources and hold the contractor responsible for any excess cost incurred thereafter.
- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting the bids/proposals, the bidders/offerors certify that the bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with the bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. **GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the materials, quality, workmanship, or performance of the items offered in this Bid/Proposal prior to their delivery, it shall be the responsibility of the successful bidder/offeror to notify this office at once, indicating in his letter the specific regulation which requires such alterations. The County and Schools reserve the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

APPENDICES

- F. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with Essex County and Schools, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the County, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- G. **DEBARMENT STATUS:** By submitting the bids/proposals, the bidders/offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

APPENDIX C: SPECIAL TERMS AND CONDITIONS

- A. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to Essex County and Schools will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that Essex County and Schools or any department or institution of the County or Schools has purchased or uses its products or services.
- B. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by Essex County and Schools, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- C. **AWARD OF CONTRACT:** The County and Schools shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable, on the basis of initial responses and with emphasis on professional competence, to provide the required services. At the conclusion of these discussions, on the basis of evaluation factors published in the request for proposal and all information developed in the selection process to this point, the County and Schools shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the County and Schools can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. The County and Schools may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D). Should the County and Schools determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

APPENDICES

- D. **BID/PROPOSAL ACCEPTANCE PERIOD:** Any bid/proposal in response to this solicitation shall be valid for 120 days. At the end of the 120 days the bid/proposal may be withdrawn at the written request of the bidder/offeror. If the bid/proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- E. **CANCELLATION OF CONTRACT:** The County and Schools reserve the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 30 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- F. **PREPARATION AND SUBMISSION OF BIDS/PROPOSALS:** Bids/proposals must give the full business address of the bidder/offeror and be signed by him/her with his/her usual signature. Bids/proposals by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or any authorized representative, followed by the designation of the person signing. Bids/proposals by corporations must be signed with the legal name of the corporation followed by the name of the State in which it is incorporated and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid/proposal by a person, who affixes to the signature the word "President," "Secretary," "Agent" or other designation without disclosing the principal, may be held to be the bid/proposal of the individual signing. When requested by the County and Schools, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.