

CITY OF JERSEY VILLAGE



REQUEST FOR PROPOSALS RFP #2023-01 GROUP BENEFIT CONSULTANT SERVICES

May 10, 2023

The City of Jersey Village would like to thank you for providing a proposal in response to our Employee Health Benefits package. We understand these submissions require a significant amount of time and dedication from your team.

As an organization, our team members are our greatest asset. Therefore, our Employee Health Benefits package is extremely important to ensure our employees are well-served. It's imperative to our team that we are good stewards with our time and resources which is why we are looking at our entire program with a fresh perspective. Our team values your bid responses, as well as a few options in each area where you see an opportunity as we know the market is everchanging.

The City of Jersey Village has made the decision to re-solicit for our Employee Health Benefits package beginning on May 10, 2023, due to scope clarifications.

Proposal Responses shall be submitted by May 30, 2023. Submittal instructions are in the solicitation.

Please note that all the proposals must be received online by the deadline shown. Proposals received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. All questions regarding this RFP must be placed through BidNet at <https://www.bidnetdirect.com/texas/cityofjerseyvillage>

Final Selections will be made, and the contracts will be awarded once approved by City Council which is anticipated to occur on June 26, 2023.

***If you are not going to bid, would you kindly send us a "Declination to Bid" email or notice for our files. Any feedback as to why is greatly appreciated as well.**

We truly appreciate your hard work and look forward to your responses to this RFP solicitation.

The City of Jersey Village Team

CITY OF JERSEY VILLAGE



REQUEST FOR PROPOSALS

Employee Health Insurance Benefit Broker and Products Solicitation # RFP 2023-01

Date Issued: May 10, 2023 RESPONSES MUST BE

RECEIVED NO LATER THAN:
2:00 P.M. CST May 30, 2023

City of Jersey Village City Secretary's Office:

Lorri Coody, City Secretary
16327 Lakeview Drive
Jersey Village, Texas 77040
Phone: 713-466-2142
Email: lcoody@jerseyvillagetx.com

CONTACT OUTSIDE OF THE CITY SECRETARY'S OFFICE, **INCLUDING** OTHER CITY PERSONNEL AND/OR ORGANIZATIONS CONTRACTED TO THE CITY, REGARDING THIS REQUEST FOR BID MAY BE **GROUND FOR ELIMINATION** FROM THE SELECTION PROCESS.

**SECTION 2
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**SECTION 3
INSTRUCTIONS FOR RESPONSE**

3.1 AVAILABLE DOCUMENTS

Proposals are due May 30, 2023 at 2:00 P.M. (Central Time). Solicitation documents may be obtained from online at <https://www.bidnetdirect.com/texas/cityofjerseyvillage>

3.2 SUBMISSION OF PROPOSALS

- (a) Electronic Bidding. The City of Jersey Village has partnered with its third-party vendor, Texas Purchasing Group (BidNet Direct) as its e-procurement site. For this Request for Proposal, electronic bid submission is another option available to Proposers. The link to BidNet Direct website: <https://www.bidnetdirect.com/texas/cityofjerseyvillage>. You must register on their site prior to your electronic submission. If you have any problems completing your vendor registration or submitting your electronic bid, please contact BidNet at (800) 835-4603, Option 2, to speak with live customer support.

PROPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME WILL NOT BE ACCEPTED OR CONSIDERED.

- (b) Proposals may not be withdrawn after the time set for the closing, unless approved by the City.

3.3 TERMS AND CONDITIONS

Terms and Conditions that apply to this solicitation can be found at www.jerseyvillagetx.com on the home page under "Latest News" titled "NOTICE - Group Benefit Consultant Services"

3.4 OBLIGATION

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of Jersey Village, to enter a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and

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Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of Jersey Village, this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

3.5 PROPOSED PROJECT SCHEDULE:

May 10, 2023	RFP Release
May 25, 2023 – 2:00 pm (CST)	Deadline for Questions
May 30, 2023 At 2:00 pm (CST)	Responses Due
May 30- June 19, 2023	Evaluation Review, includes clarification, negotiation and BAFO
June 26, 2023 (Anticipated)	Recommendations to City Council for Approval
August 2023	Open Enrollment
October 1, 2023	Benefit Effective Date

3.6 PROPOSAL CONTENT

Proposers shall limit proposals to 30 pages exclusive of tabs and forms. The City reserves the right to request additional information from Proposers, if necessary. Each proposal, completed and signed by person(s) authorized to bind individual or legal entity, shall include the following in one envelope/package:

- **TAB 1: Cover Letter and Required Company Information**
 - Provide a cover letter that is signed by an authorized company representative that states the Proposer will comply with the General Terms and Conditions required by the City of Jersey Village, and the company offers and agrees to furnish any or all items or services awarded at the prices stipulated for each item delivered at the designated point(s) and within the time specified herein.
 - Include the Name, Address, Phone Number, and Email address for the authorized representative. If the authorized representative submitting this proposal is not the person authorized to conduct negotiations on behalf of the proposer please provide that persons Name, email address, and telephone number.
 - Company Information
 - Company name
 - Company address
 - Principal place of business or corporate offices
 - Year established
 - Number of years in business under present name
 - Form of ownership
 - When organized
 - If a corporation, where incorporated
 - Federal Employer Identification Number
 - Texas Comptroller's Taxpayer Number, if applicable
 - DUNS NUMBER

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- Provide a list of officers of the firm who, while in the employ of the firm or the employ of previous firms, were associated with contracts which resulted in lawsuits, contracts defaulted or filed for bankruptcy.
- A list of all subcontractors that will be utilized for this project. If no subcontractors will be utilized please note that.
- If applicable, provide a list of officers of the company who, while in the employ of the company or the employ of previous companies, were associated with contracts which resulted in lawsuits, contracts defaulted or filed for bankruptcy.
- If you are taking exceptions to any requirements of this solicitation those must be noted here, otherwise please note no exceptions taken.
- **TAB 2: Documents:**
 - a. ATTACHMENT A
 - b. Signed Addenda, if applicable
- **TAB 3: Qualifications, Experience, & Contract Management**
 - Include information on administrative flexibility and reporting, related experience with similar contracts, network capabilities, plan design, and claims administration, and performance standards/guarantees.
 - Ability to integrate with Incode for carrier connections.
 - Include 3 references.
 - Include information on your customer service contacts, org charts, dedicated representatives.
 - If applicable, include a case study detailing a time when your company took over benefits administration and/or plan design/redesign and how the experience benefited the customer.
- **TAB 4: Proposed Cost of Services**
 - Please break out information such as discounts (such as bundling, volume, etc.) and incentives (such as wellness, communications, etc.)
 - Include information on commissions to be paid to benefits consultant.
 - Return pricing on spreadsheet requested.
- **TAB 5: Additional Supporting Documentation/Benefits Not Outlined in Spreadsheet**
 - City of Jersey Village Carrier Questionnaire
 - Any additional documentation/benefits/packages that may be desirable.
- **TAB 6: Deviations from Request for Proposal:**

Reference Attachment C – Exceptions and Alternatives Form. Proposer is to indicate any deviations being offered in lieu of specified language referenced in the solicitation.

*Note: *If parts of this RFP do not pertain to the products that your company offers, please simply provide a proposal for the lines of coverage that are applicable to your company offerings.*

3.7 CONTACT FOR QUESTIONS

All questions concerning this solicitation shall be made through BidNet at
<https://www.bidnetdirect.com/texas/cityofjerseyvillage>

All prospective Proposers are hereby instructed to not contact any member of the City of Jersey Village' City Council, City Manager, evaluation committee, or City of Jersey Village staff members other than the noted contact person. Any such contact may be cause for rejection of your Proposal.

3.8 RESPONSES TO QUESTIONS/INQUIRIES

Responses to questions/inquiries that directly affect an interpretation or change to this RFP will be issued in writing as an addendum and posted at
<https://www.bidnetdirect.com/texas/cityofjerseyvillage>.

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All such addenda issued by the Human Resources Representative before the time that Proposals are received shall be considered part of the RFP. Only those inquiries the Human Resources Office replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect. Proposers shall be responsible for monitoring the City's website for any updates pertaining to the solicitation described herein. Various updates may include addenda, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

3.9 COMPETITIVE PROPOSALS

We sincerely appreciate the hard work you have put into considering a proposal for The City of Jersey Village. Proposals will not be opened publicly to avoid disclosure of contents to competing Proposers and kept confidential during the process of negotiation. However, all Proposals will be open for public inspection after award except for trade secrets and confidential information contained in the Proposals and identified as such by the Proposer. Marking the entire Proposal as confidential and/or proprietary is not in conformance with the Texas Open Records Act.

This is a competitive sealed proposal process which will allow for clarification and negotiations and include a best and final process.

For STOP-LOSS Proposals only- we know and understand that proposers would like more claims data (such as claims through June 2023) in order to submit a final and firm bid. Please issue your best illustrative bid by the bid deadline, and then at a later date, you will be given the opportunity to obtain more claims data and the ability to finalize your illustrative bids. It is our intent to finalize the cost during negotiations and BAFO process in order to make a timely award.

3.10 PROPOSAL MODIFICATIONS/WITHDRAWAL

Proposals cannot be altered or amended after the submittal deadline. Proposals may be modified prior to the deadline only by providing a written notice (by mail or email) to the Human Resources Representative at the address shown herein. A submitter's Proposal may also be withdrawn in writing by providing the same notice by a submitter or the submitter's authorized agent, providing the agents identify is made known and the agent signs the request to withdraw Proposal.

HOWEVER, IN THE EVENT OF WITHDRAWAL, THE SUBMITTER WILL NOT BE ALLOWED TO RESUBMIT. This provision does not change the common law right of a proposer to withdraw a Proposal due to a material mistake in the Proposal.

3.11 NON-COLLUSION

Proposers certify that Proposals are made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same product/service and that this Proposal is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. Proposers understand collusive behavior is a violation of federal law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages.

**SECTION 4
SCOPE OF WORK**

INTRODUCTION:

The City of Jersey Village seeks proposals from qualified companies to provide **Employee Health Insurance Benefit Products**. The City is looking for a comprehensive package to include: Medical, Pharmacy, Dental, Vision, Life & AD&D, Disability, EAP programs, COBRA, and other supplemental employee benefit plans.

The City of Jersey Village is fully committed to implementing the chosen plans effective October 1, 2023. It is our intent to evaluate any combination of plan designs, networks, and services as well as value added services, and is looking to partner with insurance companies who can help us to achieve competitive, long-term and stable financial success whilst offering a very robust benefits package.

The term of this contract will be for a period of three (3) years with two (2) one-year (1) options to renew. Multi-year rate guarantees are welcome.

The open enrollment period will be hosted August/ September 2023 and will offer a positive enrollment as well as educational meetings offered to all of our full-time eligible employees. All health services incurred on or after October 1, 2023, for currently enrolled participants, are to be eligible expenses.

The awarded company or companies must agree to deliver top-quality, hands-on customer service to the City and its employees and follow all applicable regulations and industry standards. Any problems related to servicing the contract, the employees, or the City with regard to billing procedures must be addressed and rectified immediately.

SCOPE OF WORK A – MEDICAL/ PHARMACY/ANCILLARY BENEFITS

BACKGROUND:

The City provides coverage for full time active employees, as well as Consolidated Omnibus Budget Reconciliation Act (“COBRA”) participants. The City of Jersey Village’s medical and pharmacy benefits have been part of a benefits pool since October 1, 1990. We employ approximately 100 full-time eligible employees in total and we have about 95 enrolled, and looking to offer fully self-funded retiree benefits this fiscal year. The City is considering offering coverage for retirees who are eligible for retirement through the Texas Municipal Retirement System (“TMRS”) as provided in the Texas Local Government Code Chapter 175. Retirees would be eligible for medical, dental and vision. Retirees would also be able enroll spouses and dependents. Currently, the City offers active employees, and COBRA participants one plan design, which is a Preferred Provider Organization (“PPO”) plan. Retirees over the age of 65 would be offered a Medicare Advantage Plan.

The City of Jersey Village requests Respondents to quote Fully Insured Medical. The City is most interested in developing a funding methodology and structure that will have long-term financial stability. Proposals should align with these financial goals, and it is encouraged that Proposals include creative options that take advantage of Respondent’s strengths and are most financially advantageous.

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A current census, summary plan description, claims information and pricing for each plan is included in this RFP. Some claims information is limited.

The City is open to changing these offerings if beneficial as we realize the market is ever-changing. Please provide quotes for the following current benefit offerings:

Line of Coverage	Current Carrier	Contributions	Current Commissions
Medical	BCBS	Contributory	Net of Commissions
RX	Navitus	Contributory	Net of Commissions
Dental	BCBS	Contributory	Net of Commissions
Vision	EyeMed	Contributory	Net of Commissions
Basic Life and AD&D		Non-contributory	Net of Commissions
Voluntary Life and AD&D	Dearborn Life	Voluntary	Net of Commissions
Voluntary STD	Aflac	Voluntary	Net of Commissions
Voluntary LTD	Unum	Non-contributory	Net of Commissions
Accident, Critical Illness w/Cancer, and Hospital Indemnity	Aflac	Voluntary	Net of Commissions
Legal & ID Theft	TML	Voluntary	Net of Commissions
EAP/ Mental Health	Deer Oaks	Contributory	Net of Commissions
Wellness	TML Health	Voluntary	Net of Commissions
COBRA	BCBS	Voluntary	Net of Commissions
FSA & dcFSA	TML	Voluntary	Net of Commissions

The following statements request information that the Evaluation Committee will utilize to evaluate the proposal for the administration of medical, pharmacy and dental. Failure to respond on the provided spreadsheets may result in a proposal being deemed non-responsive and therefore not considered in the selection process.

Carrier Information: It is expected that those submitting RFPs will provide full disclosure on the insurance carriers who will be used for each coverage requested. Failure to provide this information may result in disqualification or rejection of the RFP.

Premium Costs: All premium costs related to the RFP must be clearly defined, and all deviations from the specifications must be clearly identified and explained.

Proposals must be clearly explained and identified. All costs, including optional programs, must be clearly stated and summarized. Alternative proposals will also be considered, provided the alternatives are clearly explained. Exceptions to or deviations from the specifications must be explicitly identified.

Company Overview: Proposers shall provide the following information with their submission, including a brief company overview:

- AM Best Rating (Proposer shall have an AM Best rating of A- or better)
- Firm name, address, phone number, and date established.
- Address and location of the local responsible office

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- Name of office principals, their experience, and professional qualifications
- Describe your firm's experience in providing such services including the number of years your firm has actively participated.
- Number of company employees – internationally, nationally and locally
- Describe your firm's annual employee attrition rate for the past three (3) years.
- Supply a list of employees who will be devoted to servicing the City's account. Individual bios of the lead members of your service team should be supplied.
- Provide a complete and current listing of all industry certifications, accreditations and affiliations your firm holds.
- Describe your firm's business continuity plan.
- List all audits involving your firm (or any firm previously affiliated with your firm) performed by an independent accounting agency in the past five (5) years.
- The Consultant must carry Errors & Omissions liability coverage indemnifying the city from gross negligence on part of the Consultant when performing contractual services. Please present a copy of the policy showing per occurrence and aggregate limits. Coverage must be specific to consulting/fee services not agent/commission services and noted as such in the certificate presented to the city in the RFP response.
- Copy of license in accordance with Texas Insurance Code – Chapter 4052 Life and Health Insurance Counselors; or Chapter 4054 Life, Accident, and Health Agents; or statement for exemption purposes.

All Renewals are anticipated to be received before or during the Best and Final process.

Technology: We currently use TML Health for online enrollment.

Transition Plan

Please provide your proposed transition plan to a new provider. Please include proposed timeline schedule, from date of City award to complete delivery and implementation of all system components, to include but not limited to all hardware, software, and City staff training.

Reporting Processes

Provide a detailed plan which describes your general reporting capabilities, frequency, level of detail, online employer tools, EOI tracking, and claim status.

Billing Processes

Provide information for the following:

- Describe process to bill, collect and audit in compliance with all federal, state, and local regulations; including internal controls and "checks and balances" process that has been implemented to ensure proper billing compliance on an ongoing basis with all applicable regulations.
 - The City prefers a self-bill model and a Net 60 days to pay
- Process for gathering missing transport information (client or insurance)

Payroll Deductions for benefits:

- The City pays bi-weekly, all 26 pay periods include payroll deductions for benefits.

Quoting Specifications:

Medical & RX

The City's medical and pharmacy services are currently provided through a fully insured plan with Blue Cross Blue Shield ("BCBS") and the Rx PBM is Navitus. The City's plan year is October 1 through

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September 30.

- Retirees are not currently an eligible class (including spouse and dependents), but we are looking to add this coming up fiscal year.
- Quote single option similar to current plan option.
 - Must include FSA and dcFSA options.
 - We'd like options that allow for the City to offer that plan at no additional cost to employees (city currently pays 95% of employee only coverage)
 - \$0 for all telemedicine visits, to include mental health, if possible.
 - Biometric screenings to be included/embedded in medical plan offering/cost.
- Technology credits (so as to not raise prices to employees)
- Integration with Tyler Technology is a plus.
- Performance guarantees with fee-at-risk.
- Disruption reports required for top providers/facilities and Rx.

RX/PBM

- TML is currently utilized to ensure adherence to the PBM contract, reporting on any contractual issues and misreported claims.
- PBM proposals shall include options for true prescription rebates, administrative credits, and/or a hybrid model.
- Open to international RX programs
- Transparently outline costs associated.
- Performance guarantees with fee-at-risk.
- Include strategic initiatives to reduce wasteful spend.
- Disruption report and completion of the HRx RFP Excel Pricing Table required.

Wellness/EAP/Mental Health

- Our tools:
 - TML Health – Well onTarget
 - BCBS – Blue Access for Members
- TML Health – Well onTarget (portal, mobile and in person gender appropriate and biometric health screenings, flu shot clinics, coaching, health fairs, dedicated engagement coordinator, etc.)
- Provide educational resources and toolkits in all dimensions of wellbeing including mental health.
- We have select partners for onsite and wellbeing educational sessions
- Disease management programs for chronic conditions of interest
- Mental Health benefits are important.
- Nutritional counseling of interest
- Standalone EAP's: Please include 6 counseling sessions visits per issue, with 10 hours of Critical Incidence Resources or Training.
 - Being able to schedule visits in a timely manner with providers is also key.
 - Other key EAP plan components are:
 - Counseling services, Critical Incident Support and wellness support
 - Current rate is included with TML Benefits Pool

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Dental

- Please match current benefits
- Include information to potentially replace the current plan with similar options

Dental Care Services	DENTAL 3	
	In-Network	Out-of-Network
Benefit Coverage		
Deductible <i>(per individual)</i>		
Tier 1	N/A	
Tier 2 & 3 <i>(combined)</i>	\$50/Calendar Year	
Tier 4	\$50/Lifetime	
Benefit Maximums		
Tier 1, 2 & 3 <i>(combined)</i>	\$2,000/Calendar Year	
Tier 4	\$3,000/Lifetime	
Tier 1 Dental Services	100%	100% up to R&C
Tier 2 Dental Services	80%	80% up to R&C
Tier 3 Dental Services	50%	50% up to R&C
Tier 4 Dental Services <i>(Children to age 19 only)</i>	100%	100% up to R&C

- Integration with Tyler Incode is preferred
- Bundling discounts
- Technology credits
- A rate guarantee of up to 4 years is desired

Vision

- Match current benefits
- Integration with Tyler Incode is preferred
- Bundling discounts
- Technology credits (so as to not raise prices to employees)
- A rate guarantee of up to 4 years is desired.
- Geo access reports based on city must be included. Parameters are: 2 providers in a 10-mile radius.
- Claims information is limited.

Basic Life & AD&D

- Quote \$20k, \$25k and \$50k options
 - Age reduction schedule is to start at age 70.
 - EAP, if included, please provide details
 - Include any available value-added services, such as will prep or travel assistance.
- Integration with Tyler Incode is preferred
- Bundling discounts
- Technology credits
- A rate guarantee of up to 4 years is desired.

Voluntary Life & AD&D

- Quote same benefit increments as current plan.
- Integration with Tyler Incode is preferred
- Bundling discounts
- Technology credits
- A rate guarantee of up to 4 years is desired.

Disability

- Quote traditional STD and LTD plan options (current plans are worksite incremental plans, which is not desired)
- Short-Term Disability

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- Voluntary
 - 60% up to a \$2000 weekly max, 14/14 day, 11 weeks
 - 60% up to a \$2000 weekly max, 7/7 day, 12 weeks
 - 60% up to a \$1500 weekly max, 14/14 day, 11 weeks
 - 60% up to a \$1500 weekly max, 7/7 day, 12 weeks
- Long- Term Disability
 - Please quote both Voluntary and Employer Paid
 - 60% up to \$6000 monthly max, 90-day elimination, 2-year own occ
 - 60% up to \$10,000 month max, 90-day elimination period, 2-year own occ
 - Quote Employer Paid with Voluntary Buy Up option.
 - Base: 60% up to \$6000 monthly max, 90-day elimination, 2-year own occ
 - Buy up: option to increase monthly benefit max up to highest amount allowed.
- Integration with Tyler Technology is preferred
- Bundling discounts
- Technology credits
- A rate guarantee of up to 4 years is desired.

Worksite

- Universal life
- Critical illness to include Cancer. Goal is to also include COVID.
- Hospital indemnity
- Legal services
- ID theft
- Cancer screening and prevention products of interest
- Maternity benefits/ fertility riders of interest
- Wellness benefits embedded in products, please.

Integration with Tyler Technology is preferred.
Technology credits welcomed.

Compliance & Administrative Services

- COBRA
 - Open enrollment services to be included.
- FSA, dcFSA
 - FSA max - IRS Limits
 - dcFSA max – IRS Limits

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Current Plan Design: Medical

MEDICAL – BLUE CROSS BLUE SHIELD		
<u>In Network</u>		
Office Visits:	\$30 PCP/ 20% Co-ins.	\$0 Preventative Care
	20% Specialist	
	20% Urgent Care	
	\$500 Co-Pay ER Visit	
Deductibles:	\$1000 (Individual)	\$2000 (Family)
Out Of Pocket Max:	\$3000 (Individual)	\$6000 (Family)

PRESCRIPTION DRUGS – NAVITUS	
<u>In Network</u>	
Tier 1 (generic)	\$10
Tier 2 (preferred brand)	\$40
Tier 3 (non-preferred)	\$70
Tier 4 (Specialty)	\$100
Disease Management Maintenance	\$0

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Current Plan Design: Dental

Dental Care Services Benefit Coverage	DENTAL 3	
	In-Network	Out-of-Network
Deductible (per individual)		
Tier 1	N/A	
Tier 2 & 3 (combined)	\$50/Calendar Year	
Tier 4	\$50/Lifetime	
Benefit Maximums		
Tier 1, 2 & 3 (combined)	\$2,000/Calendar Year	
Tier 4	\$3,000/Lifetime	
Tier 1 Dental Services	100%	100% up to R&C
Tier 2 Dental Services	80%	80% up to R&C
Tier 3 Dental Services	50%	50% up to R&C
Tier 4 Dental Services (Children to age 19 only)	100%	100% up to R&C

Current Plan Design: Vision

Vision Care Services	EyeMed PREMIUM Benefit	
	IN NETWORK	OUT OF NETWORK Reimbursed UP TO:
Exam with Dilation as Necessary	\$0 Copay	\$65
Retinal Imaging	Up to \$39	N/A
Exam Options		
Standard Contact Lens Fit & Follow-up	\$0 Copay	\$40
Premium Contact Lens Fit & Follow-up	\$0 Copay, 10% off retail, then apply \$40 allowance	\$40
Frames		
Any available frame at provider location	\$225 allowance, 20% off balance over \$225	\$160
Standard Plastic Lenses		
Single Vision	\$0 Copay	\$40
Bifocal – Lined	\$0 Copay	\$60
Trifocal – Lined	\$0 Copay	\$80
Standard Progressive Lens	\$0 Copay	\$60
Premium Progressive Lens	FIXED PRICING includes lens copay Tier 1 - \$30 Tier 2 - \$40 Tier 3 - \$55 Tier 4 - \$175	\$60
Lens Options		
UV Treatment	\$15	N/A
Tint (Solid and Gradient)	\$15	N/A
Standard Plastic Scratch Coating	\$15	N/A
Standard Polycarbonate – Adults	\$0	\$5
Standard Polycarbonate – Kids under 19	\$0	\$5
Standard Anti-Reflective Coating	\$45	\$5
Premium Anti-Reflective Coating	Tier 1 - \$57 Tier 2 - \$68 Tier 3 - \$85	\$5
Photochromatic/Transition – Plastic	\$75	N/A
Contact Lenses	<i>Contact lenses in lieu of spectacle lenses only – member still able to use their frame benefit</i>	
Elective Contact Lenses	\$225	\$160

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Medically Necessary	Covered in full	\$210
Frequency		
Examination	Once every plan year	
Lenses or Contact Lenses	Once every plan year	
Frames	Once every plan year	

Note: Safety glasses are included in the City’s vision plan and are currently covered the same as prescription glasses as an “in lieu of” benefit. We would like them covered in addition to as long as they are OSHA compliant safety glasses.

Current Plan Design: Basic Life and AD&D

Benefit Type:	Multiple of Salary	Minimum:	\$10000.	Multiples:	
Maximum Benefit:	\$100,000	Guarantee Benefit:	\$20,000	Comp Corridor:	N/A
Allowable Increase:	999 Increment(s)				
Comp Field:	OE Comp Field:				
On Comp Change:					
Open Enrollment EOI:	Never	Late Entrant EOI:	Never		
Beneficiaries:	Required	Rounding:	No Rounding		
Age Banded:	Not Banded				
Age-Reduction Date:	Plan Anniversary	Age-Reductions:	65 reduce by 35%, 70 reduce by 50%, 75 reduce by 75%		
Age-Reduction Rounding	No Rounding	Portable/Convertible Plan:	No		

Current Plan Design: Long-Term Disability

Plan Structure:	Fully Insured	Benefit Duration:	To age	Sickness Elimination:	90 days
Accident Elimination:	90 days				
Plan Benefit:	Percent of Salary	Percent:	60% of monthly pay	Maximum:	\$5000
Rate Calculated:	Per \$100 of monthly benefit	Require EOI:	No		
Comp Field:	1	OE Comp Field:	1	Rate Age:	The plan anniversary date

Current Plan Design, FSA, COBRA, Dependent Care FSA.

FSA Schedule of Fees for Plan Administrator Services

Item	Cost	Payable
Setup Fee	\$50_/Group	One time ⁽¹⁾
Monthly Service Fee ⁽²⁾	\$3.70/Participant Debit \$5.00/Participant Paper	Monthly
Special Reports ⁽³⁾	As agreed upon	30 days following receipt of report

1. The Employer will pay the Pool a one-time \$50.00 set up fee and a \$0.50 Per Participant Per Month fee for each participating participant per month that enrolls in COBRA Continuation of Coverage.
2. Other special services which may be requested by the Employer but are not contained in this Agreement will be billed at a mutually agreeable hourly rate.

EAP Information:

- Deer Oaks EAP offers a 6-visit model with 10 hours of Critical Incident Resources/or Training.
 - (a) What are the three components that are most important to you in an EAP?
 - Counseling Services, critical incident support, and wellness support.
 - Confirm # of active full-time employees for EAP services.
 - Current rate is \$1.37/employee

**SECTION 5
EVALUATION OF PROPOSALS**

5.1 SELECTION PROCESS

It is the intent of the City to make a single or multiple award(s) from this solicitation, based on evaluation criteria listed in this solicitation and Proposer's submitted Proposal; however, the City will award in the manner deemed most advantageous to the City.

The City's evaluation team will rank Proposals meeting the evaluation criteria and the requirements of the needed services outlined in the solicitation and as outlined in the Proposer's proposal.

The Proposer(s) selected for award will be awarded an Agreement to provide services as specified.

5.2 EVALUATION CRITERIA

The City of Jersey Village will review all Proposals submitted in response to this solicitation using the criteria presented below and rank each Proposer. The Proposer will be recommended for award to City Council based upon the published selected criteria noted below. The evaluation committee recommendations are subject to approval by the City of Jersey Village City Council.

Proposals will be ranked based on the following evaluation criteria:

<u>Criteria- Scope of Work A</u>	<u>Points</u>
<u>Administrative Flexibility and Reporting, Customer Service</u>	20 pts.
<u>Similar Contract Related Experience and References</u>	10 pts.
<u>Network Capabilities, Plan Design and Claims Administration</u>	15 pts.
<u>Performance Standards/Guarantees</u>	10 pts.
<u>Proposed Cost of Services</u>	35 pts.
<u>Cost Containment/Innovation</u>	5 pts.
<u>Population Health Management Programs</u>	<u>5 pts.</u>
TOTAL	100 pts

<u>Criteria- Scope of Work B</u>	<u>Points</u>
<u>Network Capabilities, Plan Design and Claims Administration</u>	20 pts.
- Includes administrative flexibility and reporting, customer service, experience.	
<u>Performance Standards/Guarantees</u>	10 pts.
<u>Financial Stability</u>	20 pts.
<u>Proposed Cost of Services</u>	<u>50 pts.</u>
TOTAL	100 pts

The City reserves the right to request additional information or clarifications from all Proposers and to allow corrections of errors or omissions.

5.3 Other Considerations. The City reserves the right to request additional information or consider historical information and facts, whether gained from the Proposal, references, or any other source, in the evaluation process, including Proposer's past working or business relationship with the City, if any. The City further reserves the right to consider a Proposer's background, personnel, experience, financial and other references, management practices, exceptions to the RFP or subsequent contract, and any working relationships, past or present, a Proposer may have with its other clients.

5.4 Opened Proposal. A submittal may not be opened before the closing date for the purpose of changing or amending the submittal or to correct an error in the submittal terms or conditions. If the

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submittal is opened before the closing date by anyone other than the City, the submittal may be rejected in its entirety by the City.

5.5 Additional Information. At your option, provide in your Qualifications any contractual language, terms, conditions, considerations, or contingencies your company would request or require to be included in the negotiated contract between the City and the selected submitter, should your company be awarded a contract. Approval of such language, terms, conditions, considerations, or contingencies offered by a submitter remains with the City and in all cases the City's decision is final.

5.6 LIMITATIONS

- **Right to Accept or Reject.** The City reserves the right to reject any or all submittals, to waive informalities and accept the submittal that the City believes is the most advantageous to the public interest and in keeping with the local government project procedures. The RFP does not commit the City to award a contract, issue a purchase order, or pay any costs incurred in the preparation of a submission in response to this RFP.
- **Solicitation to Remain Subject to Acceptance.** All solicitations will remain subject to acceptance for one hundred twenty (120) days after opening without acting.
- **City Council Approval Required.** The City of Jersey Village City Council may approve the respondent selected to provide the services requested in this RFP. The City reserves the right to authorize contract negotiations to begin without further discussion with Proposers submitting a response. Therefore, each Proposal should be submitted as completely and accurately as possible. The City reserves the right to request additional data, oral discussions, or presentations in support of the written Proposal.
- **Respondent's Obligation Regarding Evaluation:**
 - Submission of Information. Submitters are cautioned that it is each respondents sole responsibility to submit information related to the evaluation categories, and the City is under no obligation to solicit such information if it is not included with the Proposal. Failure of a respondent to submit such information may cause an adverse impact on the evaluation of the specific Proposal.
 - Submitter Review of RFP. Submitters are responsible for examining and being familiar with all specifications, terms, conditions, provisions, and instructions of the RFP and their responses. Failure to do so will be at the respondents' risk and will not be a determinative factor when awarding the contract for services.
- **Oral Non-Binding.** Any non-written representations, explanations, or instructions given by City staff or City agents are not binding and do not form a part of, or alter in any way, the RFP, a written agreement pertinent to the RFP, or the awarding of the contract.
- **Lobbying Prohibited.** Proponents are prohibited from directly or indirectly communicating with City Council members regarding the Proponent's qualifications or any other matter related to the eventual award of a contract for the services requested under this RFP. Proponents are prohibited from contacting city staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from a staff member. Any violation will result in immediate disqualification of the proponent from the selection process.

**SECTION 6
AWARD OF CONTRACT**

6.1. SUCCESSFUL PROPOSER'S DOCUMENTS: The successful Proposer will provide its proposal and any negotiated amendments to the proposal to the Office of the Purchasing Manager in a mutually agreeable electronic file format.

6.2. CONTRACT AWARD: The selection of a Proposer and the execution of a contract, while anticipated, are not guaranteed by the City. The City reserves the right to determine which proposal is in the City's best interest and to award the contract on that basis, to reject any and all proposals, waive any irregularities of any proposal, negotiate with any potential Proposer (after proposals are opened) if such is deemed in the best interest of the City.

6.3. CITY COUNCIL APPROVAL: The City Council will consider the final contract for approval unless the award amount is less than \$50,000.00. In the event the total amount of the contract is less than \$50,000.00, the contract will be awarded administratively.

6.4. FINAL CONTRACT:

- A. The selected Proposer will assume responsibility for all services offered in its proposal, whether such services are provided by a subcontractor or joint venture arrangement. The successful Proposer will be considered the sole point of contact about contractual matters, including payment of all charges resulting from the contract.
- B. The successful Proposer will be required to enter a written contract with the City. The City's legal terms and conditions for this contract are included herein.
- C. This RFP and the successful Proposer's proposal, or any part thereof, may be incorporated into and made a part of the final contract. The City reserves the right to negotiate the terms and conditions of the contract with the successful Proposer.
- D. Be advised that exceptions to any portion of the RFP may jeopardize acceptance of your proposal. If exceptions are taken to the City's Agreement, this will be clearly indicated and a full explanation given for each exception. It is required that the proposal enumerate the specific clauses that the Proposer wishes to amend or delete and suggest alternative wording in the proposal. In view of the length of time involved in obtaining the approval of legal counsel, Proposers are cautioned not to state that the Proposer's proposal is subject to the Proposer's standard terms and conditions or that the final terms and conditions are subject to negotiation after award. This may result in the proposal being deemed non-responsive, in which no further consideration or evaluation will be made.

ATTACHMENT A - VENDOR CERTIFICATIONS

Company name: _____

To demonstrate qualification to perform the scope of services, answer all questions listed below. Provide responses that are clear and comprehensive. Attach any additional information provided on separate sheets, if applicable.

DEBARMENT/SUSPENSION INFORMATION:

1. Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity or is Respondent listed on the federal government’s terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.epls.gov?>
- Yes No

If yes, identify in an attachment the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, or listed at epls.gov and state the reason for or circumstances surrounding the debarment, suspension, or ineligible for federal procurement, including but not limited to the period of time for such debarment, suspension or ineligibility.

CERTIFICATIONS:

1. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. Yes No
- A. “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the solicitation process or in the Contract execution.
- B. “Fraudulent practice” means an intentional misrepresentation of facts made
1. to influence the solicitation process or the execution of the Contract to the detriment of Owner,
 2. to establish Cost Proposal or Contract prices at artificial non-competitive levels, or
 3. to deprive Owner of the benefits of free and open competition.
- C. “Collusive practice” means a scheme or arrangement between two or more Respondents, with or without the knowledge of Owner, a purpose of which is to establish Cost Proposals at artificial, non-competitive levels; and
- D. “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the solicitation process or affect the execution of the Contract.

2. NON-COLLUSION CERTIFICATION:

- A. Non-Collusion Certification: Do you certify that all the following are true and correct concerning your company’s cost Proposal? Yes No
1. That you are fully informed of the contents of the solicitation and the circumstances of its preparation.
 2. That your cost Proposal is genuine and is not a collusive or sham cost Proposal;
 3. That neither you nor anyone else acting on behalf of your company has agreed, colluded, or conspired in any manner with any other respondent, firm or person to submit a collusive or sham cost Proposal, or to refrain from responding, or sought by communication or conference with any other respondent, firm or person to fix the prices, overhead, profit, or any cost element in your cost Proposal or in any other cost Proposal, or to secure through any collusion, conspiracy, or agreement any advantage against the City of Jersey Village or any other

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respondent; and

- 4. The prices quoted in your cost Proposal are fair and proper and are not affected by any collusion, conspiracy, connivance, or unlawful agreement on the part of your company or anyone acting on its behalf.

3. GOVERNMENT CODE TITLE 10 SUBTITLE F VERIFICATIONS:

- A. Contractor shall verify that it's named company, under the provisions of Subtitle F Title 10 Government Code Chapter 2270: **Yes** **No**
 - 1. Does not boycott Israel currently; and
 - 2. Will not boycott Israel during the term of the contract.
- B. Pursuant to Sections 2270.001, 2270.002, 808.001, Texas Government Code:
 - 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
 - 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.
- C. Pursuant to subtitle F, Chapter 2252, Texas Government code, contractor shall not do business with Iran, Sudan or a foreign terrorist organization while providing products or services to the City of Jersey Village. **Yes** **No**

ACKNOWLEDGEMENT

THE STATE OF _____

COUNTY OF _____

I certify that I have read all the specifications and general RFP requirements and do here by certify that all items submitted meet specifications. I certify that my responses and the information provided are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations in this Questionnaire, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me in this questionnaire may be investigated and I hereby give my full permission for any such investigation, and I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my response to this solicitation to be rejected.

Company's Name

Signature, Authorized Representative of Respondent

Title