

INVITATION TO SUBMIT
PROPOSAL

**HEALTH COVERAGE FOR MEDICARE RETIREE
MEMBERS OF CHATHAM COUNTY RFP NO. 15-0043-1**

PROPOSAL RECEIPT DUE BY: 5:00 P.M., MAY 27, 2015

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER JAMES J. HOLMES

COMMISSIONER TONY CENTER

COMMISSIONER PATRICK J. FARRELL

COMMISSIONER YUSUF K. SHABAZZ

COMMISSIONER LORI L. BRADY

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

**CHATHAM COUNTY, GEORGIA
DOCUMENT CHECK LIST**

The following documents, when marked, are contained in and made a part of this Package or are required to be submitted with the proposal, **or in the case of the Non-Disclosure form prior to release of the RFP Technical and Cost sections and related data to prepare a proposal.** It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her Proposal. **FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE PROPOSAL.**

GENERAL INFORMATION

PROPOSAL

PROPOSAL SCHEDULE

LEGAL NOTICE

ATTACHMENTS:

A. DRUG FREE WORKPLACE;

B. NONDISCRIMINATION STATEMENT;

C. DISCLOSURE OF RESPONSIBILITY STATEMENT;

D. CONTRACTOR AFFIDAVIT/AGREEMENT;

E. SAVE FORM;

F. DEBARMENT FORM;

G. M/WBE PARTICIPATION FORM;

H. LOBBYING AFFIDAVIT;

I. NON-DISCLOSURE AGREEMENT (Required signature in advance)

QUESTIONNAIRE RESPONSE: A. TECHNICAL REQUEST FOR PROPOSAL in Excel format; B. COST REQUEST FOR PROPOSAL in Excel format

COUNTY TAX CERTIFICATE REQUIREMENT: Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER

CITY _____

COUNTY _____

OTHER _____

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBERS

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her proposal.

BY: _____
SIGNATURE:

DATE:

Chatham County has established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are strongly encouraged to report ownership status. A minority or woman owned business is defined as a business with 51% or greater minority or woman ownership. Please check ownership status as applicable: African-American_____ Asian American_____

Hispanic_____ Native American or Alaskan Indian_____ Woman_____

For additional information concerning Chatham County's MWBE Program, please contact Connell C. Heyward, at (912) 652-7828.

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AND CONTRACTING
1117 EISENHOWER DRIVE SUITE C
SAVANNAH, GEORGIA 31406 (912)
790-1618**

DATE: May 6, 2015

RFP NO. 15-0043-1

**REQUEST FOR PROPOSAL FOR:
HEALTH COVERAGE FOR MEDICARE RETIREE
MEMBERS OF CHATHAM COUNTY RFP NO. 15-0043-1**

This is an invitation to submit a proposal to supply Chatham County with a group, national passive PPO Medicare Advantage with Part D (MAPD) program, as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE, SUITE C, Savannah, Georgia**, up to **5:00 P.M. on Wednesday, May 27, 2015.** The Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a proposal are contained in the Request for Proposal package. Please note that specific forms for submission of a proposal are required, and responses to the Technical and Cost requests/questionnaires must be provided in Excel format (with the exception of supporting documents that may need to be provided in WORD or PDF). **Interested bidders must submit by email a signed non-disclosure agreement (see Attachment I) to the Purchasing Office (Peggy Joyner at pjoyner@chathamcounty.org) in order to receive the Excel Technical and Cost RFPs for completion of the proposal submission.**

The deadline for questions has been established as 5:00 p.m. on May 15, 2015. An addendum will be prepared to answer all questions and no further questions will be accepted after the deadline for questions. All questions must be submitted via E-mail to pjoyner@chathamcounty.org.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The County expects its contractors to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

Introduction

Chatham County is the fifth-largest of Georgia's 159 counties, encompassing 632 square miles. As of the 2014 census, Chatham County had a total population of 283,379 (a 6.9% increase over the 2010 figure of 265,128). The County has a dual personality as a major tourist attraction and a successful port.

Savannah is the county seat and its historic downtown district serves as the anchor for tourism in the area. Savannah hosts the fourth largest St. Patrick's Day parade and celebration in the U.S., and is the setting for the national bestseller *Midnight in the Garden of Good and Evil*.

Chatham County government has approximately 1398 full time employees and 492 retirees enrolled in one of two health plan options: (1) Blue Cross Open Access POS; or (2) Blue Cross PPO. Of the 492 retirees, there are 339 Medicare eligible retirees and 138 Medicare eligible spouses and dependents of retirees. These retiree counts do not include retirees who have waived coverage for 2015. Currently, Medicare eligible retiree members only have access to the Blue Cross PPO plan, which is self-funded.

The prescription drug programs associated with both health plan options waive the copayment for certain prescriptions (value-based design) and \$ 5 for most generics; \$ 20 for formulary drugs; and \$ 35 or non-preferred drugs.

Proposal Objectives

The purpose of this Request for Proposal (RFP) is to secure competitive proposals from qualified firms interested in providing Chatham County with a fully-insured, group, national passive PPO Medicare Advantage with Part D (MAPD) plan for its Medicare eligible retiree members. The purpose is also to obtain information relating to the selection of an insurer to meet Chatham County's needs. The RFP was developed in coordination with the County's consultant, Aon Hewitt. Proposers who wish to respond to this RFP are required to read all the information supplied and have a clear understanding of Chatham County's requirements. Bidders (also referred to as "Offerors" in the Excel file) shall advise Chatham County of all costs associated with implementation and any other program-related costs identified by the bidder. Bidder must demonstrate their ability to conduct business in compliance with federal requirements.

Except as described within this RFP, bidders may not contact any Chatham County employee or commissioner regarding this RFP or the evaluation of proposals. Bidder may not visit Chatham County locations or approach any of Chatham County's other vendors, subcontractors, or any other entity in any way related to Chatham County in connection with any activity related to this RFP or the competitive assessment.

The accompanying Excel files (**Technical Proposal RFP No. 15-0043-1 MEDICARE RETIREE MEMBERS MEDICARE ADVANTAGE PLAN .xlsx** and **Cost Proposal RFP No. 15-0043-1.xlsx**) contain information needed to prepare the MAPD proposal. The Excel file also contains other critical information so we urge bidders to review both this Word file and Excel file prior to preparing proposal responses. The Excel files (Technical and Cost RFPs) will be released to bidders after the signed non-disclosure agreement (see Attachment I) is received.

In developing your proposal, you must complete all requests in the Excel files, and send your completed proposal in the format specified in this document.

Disclaimer and Disqualification

This RFP is not an offer by Chatham County to enter into a contract but is an invitation to the bidder to submit a proposal. Except as expressly set forth herein, nothing in this RFP requires Chatham County to act in any way. Chatham County may suspend or abandon the competitive assessment at any time and may disqualify any bidder from this process at any time in its sole discretion. Any and all expenses incurred by a bidder in responding to this request or otherwise related to the competitive assessment are the sole responsibility of the bidder.

Acceptance and Rejection of Proposals

In the event that your proposal is accepted, it would be conditioned upon negotiation of an agreement acceptable to both parties, and executed by an authorized representative. Chatham County reserves the right to reject any or all responses to the RFP.

Ownership and Confidential Information

All proposals that are submitted in response to this RFP will become the property of Chatham County. Information and material received by County in connection with all bidders/proposers shall be deemed to be public records subject to public inspection upon award or recommendation for award. However, certain exemptions to public records law are statutorily provided for in Title 50-18-70., O.C.G.A. Therefore, **if the Bidder/Proposer believes any of the information contained in his or her response is exempt from the Open Records Act, the Bidder/proposer must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption**, otherwise the County will treat all materials received as public records.

Presentations and Demonstrations

Finalist presentations will be scheduled as a means to confirm the bidder's claims regarding its capabilities. These meetings will take place at Chatham County's office in Savannah, GA. These finalist presentations will take place on June 25th or 26th. With advance notice of the dates, we will expect bidders to arrange for the assigned account executive and implementation manager for Chatham County to attend, along with individuals in your organization who can address questions pertaining to network/non-network providers and clinical/care management programs.

Investigate Qualifications

Bidders are requested to provide a list of reference accounts for whom they have provided a group, national passive PPO Medicare Advantage with Part D program, to employers of similar size to Chatham County, and preferably public sector employers.. Representatives from Chatham County may make contact with some or all of these references via conference calls to investigate the bidder's claims concerning their product and/or services.

Local Vendors

The Board of Commissioners has strongly expressed their desire to have as much Local vendor participation as possible used as Sub-Contractors for the work done in Chatham County. To the extent possible, proposers should utilize local vendors and provide detail in their proposal regarding their use of Chatham County businesses.

Minority- Women Business Enterprise Participation

It is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishment and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm. The proposer may also provide a narrative regarding the diversity of their workforce to indicate their commitment to providing opportunity to minorities and women. For additional information concerning Chatham County's M/WBE Coordinator, please contact Connell C. Heyward, at (912) 652-7828. cheyward@chathamcounty.org

Lobbying Activities

ALL BIDDERS/PROPOSERS PLEASE NOTE: A bidder/proposer submitting a response to this solicitation must comply, if applicable, with the County Purchasing ordinance and Procedures Manual. No discussions

are allowed with Board members, other elected officials, county management staff and employees. The only discussions must be through the Purchasing & Contracting Office. The contact is Peggy Joyner @ 912-790-1626. E-mail pjoyner@chathamcounty.org

Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity.

Contract Cost Adjustments

Prices quoted shall be firm for the initial contract term. Thereafter, any extensions or adjustments must be approved by the County.

The County may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the County does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the County, the Contract will be considered cancelled on the scheduled expiration date.

Deletion or Modification of Services

The County reserves the right to delete any portion of this Contract at any time without cause. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the County agree on modifications or revisions to the task elements, after the County has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised quote to the County for approval prior to proceeding with the work. Written change orders or amendments to the contract must be forwarded through the Purchasing Agent who will obtain required approvals.

Substitution of Personnel

It is the intention of the County that the Contractor's personnel proposed for the contract will be available for the initial contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to County approval. In the event substitute personnel are not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the Contract for cause.

Assignment

The successful bidder/proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract, or of any rights, title, interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the County.

Termination

The County reserves the right to cancel the contract with a sixty (60) day written notice to the other party. The County may terminate for unsatisfactory performance or lack of funding.

Offers to Be Firm

The Bidder warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of 180 days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for the same period.

Award of Contract

The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will

make the determination as to which proposal best serves the interest of Chatham County.

Procurement Protests

Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.

County Business License Requirement

A current Chatham County or municipal business tax certificate (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business Tax Certificate prior to submitting a proposal. However, a license must be obtained by the successful bidder prior to award of contract. Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information. No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.

Compliance with Specifications - Terms and Conditions

The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Bidder's proposal and by reference are made a part of a resulting contract.

Signed Response Considered an Offer

The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.

Withdrawal of Proposal

Proposals may be withdrawn by submitting a written request to the County prior to the stated deadline for the receipt of proposals. Withdrawal of a proposal by any firm will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.

Conflict Of Interest

Through a statement of disclosure, your firm/organization/ joint venture shall provide sufficient detail of any relationship, especially financial, between members of your firm and any county employees or their family members. This will allow the County to evaluate possible conflicts of interest. However, it will remain at the county's discretion whether the extent of any conflict of interest remains substantial to disqualify any proposal.

Rejecting Proposals

The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.

Equal Employment Opportunity

During the performance of this contract, the CONTRACTOR agrees as follows:
The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

Pending Litigation

Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which

Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance.

Independent Contractor

The Contractor is an independent contractor under this Agreement. Personal services provided by the Contractor shall be employees of the Contractor and subject to supervision by the Contractor, and not as officers, employee, or agents of the County.

Security And Immigration Compliance Act

On 1, 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All contractors and subcontractors entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov>, to find the E-Verify information.

FIRM NAME: _____

PROPOSER: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

FAX NUMBER: _____

E-MAIL: _____

BUSINESS TAX CERTIFICATE/LICENSE NUMBER: _____

CITY/COUNTY/STATE: _____

MINORITY BUSINESS ENTERPRISE?
_____ /YES _____ /NO

MINORITY CLASSIFICATION: _____

About This RFP

Chatham County is soliciting proposals to select an insurer to develop, implement, and manage a fully-insured, group, national passive PPO Medicare Advantage with Part D (MAPD) plan for its Medicare eligible retiree members to become effective for such retiree members on January 1, 2016, with implementation targeted to start in July 2015. Aon Hewitt is assisting the County in the evaluation of the responses.

Chatham County is committed to creating a culture of health and wellness, and believes the MAPD program is a next step in creating this culture for its Medicare retiree members.

This RFP provides a complete set of specifications necessary for your organization to prepare a comprehensive proposal for the requested programs. We invite each bidder to provide quotes around two different plan options:

- One quote reflecting a plan design that closely duplicates the retiree out-of-pocket costs of the County's current PPO plan as it coordinates with Medicare on a Standard COB basis.
- Second (optional) quote reflecting a plan design that provides cost share in the form of copays for selected Medicare Part B services and other non-hospital services.

We provide 24 months of current plan experience (claims, enrollment, RDS) within the Excel Request for Proposal files you are to complete for a proposal submission. We have provided summarized cost and utilization data for prescription drugs for the Chatham County Medicare retiree group in those same Excel files. We have also provided a targeted plan design, as well as de-identified census data (date of birth, gender, zipcode) for each current Medicare retiree member, and for waived retirees, for this RFP (See tabs within the RFP Excel files).

Chatham County Health Plan

Chatham County offers a PPO plan to Medicare eligible retiree members that is administered by Blue Cross Blue Shield of Georgia in a self-funded arrangement. Prescription drug coverage is offered through these plans.

- Chatham County's summary of benefits, describing the current plan available to Medicare retirees, is posted with this RFP, or available from the County.
- Chatham County's Retiree Rate Schedule is posted with this RFP, or available from the County and delineates the 2015 rates paid by retirees.
- An open enrollment period is held in October of each year to allow new enrollments by retirees who waive coverage. Chatham County expects to hold a passive enrollment in October 2015, for January 1, 2016 coverage effective date, for members enrolled at that time, however, waived retirees could also be added during October (note the current class of waived retirees is provided on the census data file in the Excel files). All bidders shall provide proposals on the basis that an open enrollment period shall continue. Enrollments occur as members become eligible for Medicare and in accord with Centers for Medicare and Medicaid Services (CMS) requirements.

Chatham County's Goals and Objectives and Priorities for Evaluation

The goals and objectives of Chatham County are as follows:

- To establish a national passive PPO Medicare Advantage medical plan for Medicare eligible retirees and Medicare eligible spouses/dependents of retirees. Coverage shall become effective on January 1, 2016.
- To obtain proposals for a fully insured national passive Medicare Advantage plan on a group basis for medical and Medicare Part D (RX) prescription program
- To ensure ease of enrollment that minimizes both coverage and provider disruption.
- To demonstrate the ability to deliver medical care at cost-effective prices.
- To provide access to a broad choice of quality providers.
- To demonstrate a commitment to providing high quality care through senior-focused clinical and wellness programs.

- To be positioned well for future changes in the market.
- To offer excellent customer service to our members.

Chatham County intends to award to one (1) Successful bidder.

The Successful bidder shall be expected to work with the County and Aon Hewitt in a mutual partnership to ensure the achievement of Chatham County's objectives and administer the program in accordance with Chatham County's needs.

Chatham County seeks the following bidder qualities including, but not limited to:

- Commitment to group Medicare Advantage strategy
- Strong financial ratings and competitive pricing
- Comprehensive benefits offered on a national basis, including senior-focused clinical and wellness programs
- Experienced account management team dedicated to retiree health benefits
- Excellent customer service trained in senior health benefits in accordance with the provisions contained in this RFP
- Experience with similar groups for the requested plans

Chatham County further seeks to partner with the bidder who can best demonstrate:

- Consistent, responsive, professional administrative service backed by verifiable performance measurements.
- Best fit technology and enrollment process platform to meet the needs of Chatham County's retiree members.

Chatham County is seeking proposals from qualified Medicare Advantage Insurance Plan providers to:

- Enroll its Medicare eligible members into a fully insured national passive PPO medical benefit plan that has the same benefits for all retiree members regardless of where they live or travel.
- Provide benefit coverage that closely matches the retirees' current benefits coverage and minimizes disruption to retirees.
- Provide a competitively priced fully insured national passive Medicare Advantage plan for medical and Medicare Part D prescription drugs, on a group basis.

To assist you in developing your proposal, we have summarized the criteria Chatham County will use to evaluate bidder qualifications. Bidders will be evaluated and scored based on the Bidder's Technical Proposal, including compliance with the Technical Specifications set forth in this RFP and the Bidder's Cost Proposal.

Chatham County will consider the following categories within each main Technical section, sorted in order of importance.

- Plan Design_Clinical
 - Plan Design Deviations
 - Clinical Programs
 - Formulary Disruption
 - Provider Access/Disruption
- Organization and Experience
 - Financial Strength and Stability
 - Accreditations
 - Medicare Advantage Strategy
 - Experience with Public Sector Accounts
 - References
 - Systems

- Compliance and Contractual
- Account Management_Reporting_Implementation
 - Account Team
 - Account Management Approach
 - Reporting
 - Implementation
 - Performance Guarantees
- Retiree Services_Administration
 - Eligibility and Enrollment
 - Retiree Internet Tools
 - Customer Service/Call Center
 - Retiree Communications
- Prescription Drugs
 - Retail Network, including Access
 - Mail Order
 - Specialty
 - P&T Committee
 - Audits

Bidder Minimum Requirements

To be considered, a Bidder shall meet/provide all of the following:

- Able to offer a national, passive Medicare Advantage PPO plan on the group basis that provides the same benefit coverage to all eligible Chatham County retirees regardless of where they live within the U.S. and regardless of their use of in-network vs. out-of-network providers.
- The Bidder shall have at least 2 years of experience in providing national, passive Medicare Advantage PPO plans on a group basis to at least two clients with between 200 and 500 members each.

If a bidder cannot meet these minimum requirements, then the Proposal may be rejected without further evaluation. It is the bidder's responsibility to demonstrate it meets or exceeds these requirements.

Cost Proposal

The Cost Proposal will be evaluated based on the cost of plans for the initial term as listed on the Cost Proposal Excel Spreadsheet form.

Performance Guarantees

Chatham County is seeking performance guarantees to encourage the selected bidder to provide superior service. Successful Bidder's failure to meet the performance guarantee(s) would result in a financial penalty. This information shall be provided in the Excel file labeled: **Technical Proposal RFP No. 15-0043-1 MEDICARE RETIREE MEMBERS MEDICARE ADVANTAGE PLAN .xlsx** - Account Management, Reporting & Implementation Section numbers 37 a.-j.

Performance guarantee information must also be provided in the Excel file labeled: **Cost Proposal RFP No. 15-0043-1.xlsx** – Financial Questionnaire Section numbers 18, 19 a.- e.,20 a.- l., 21 a.- g., 22 a - c, 23 a,- b, & 24 a - b. Bidder agrees to place at least \$25 per member at risk annually for ongoing service performance as delineated in the Cost proposal spreadsheet numbers as listed in this paragraph.

Compensation and Term Rate Guarantees

Chatham County is not responsible for agent or broker commissions, administration fees, finder's fees, or any other compensation to be paid to individuals or entities in connection with this Request for Proposal. Chatham County has retained Aon Hewitt, on a fixed fee for service basis to assist with the review of all proposals. No commissions will be paid to Aon Hewitt.

Chatham County plans to award the contract in July 2015 and enter into an initial agreement with the successful bidder effective January 1, 2016, through December 31, 2016 (one year term).

This Contract may be renewed up to an additional four (4) one-year periods at the sole discretion of Chatham County. The County may extend the contract for additional one year periods with four renewals subject to Board of Commissioner approval. The Contract renewal periods will be based on a January through December contract cycle. All portions of any term of the agreement that extends beyond the fiscal year when the contract is awarded are subject to the availability and appropriation of County funds. Bidder shall provide rate/fee proposals on this basis.

Extended rate/fee guarantees are desired. All guarantees shall be explained in the Bidder's Cost Proposal.

Evaluation Process

Proposals will be evaluated based upon an analysis of the qualitative proposal responses, detailed financial feasibility projections, face-to-face interviews, client visits, reference checks, and working relationship during the proposal process.

Timeline and Bidding

We anticipate the following schedule of activities.

Activity	Completion Date
Distribution of RFP to bidders	5/6/2015
RFP questions from bidders due to Purchasing	5/15/2015
Purchasing responses to bidder questions	5/17/2015
RFP responses due from bidders	5/27/2015
Interview Finalists at Chatham County offices	6/25 or 6/26
Successful Bidder Notified	Mid-to-late July 2015
Implementation kickoff	End July 2015

Questions Due from Bidders

All questions must be submitted via e-mail directly to Chatham County Purchasing (Peggy Joyner at pjoyner@chathamcounty.org) by May 15, 2015. Our responses will be forwarded to all bidding parties without identifying the inquirer associated with each question.

RFP Response

The completed electronic version of the RFP and supporting materials are due by 5:00 p.m. EST on May 27, 2015. No submissions will be allowed following this date.

General Information Required in Bidder's Proposals

Bidder Contact

Each Bidder shall identify the name, title, address, fax number, e-mail address, and telephone number for a

single point of contact for information concerning its Proposal.

Proposal Response Format

To ensure prompt and objective evaluation of the Proposals, Bidders shall follow the format of the Proposal Submission as outlined in the next section, Proposal Submission. Bidder shall include a hard copy of the Excel responses with the Technical and Cost Proposals, as applicable. Bidders shall ensure that when the Excel responses are printed, all cells are expanded sufficiently for the reader of the hard copy to see the complete response. Bidder shall submit the original and copies of the Proposals, including all maps, drawings, prints, etc., in flat-bound binders with each section divided with an appropriately labeled index tab.

Bidders shall send the completed Proposal consisting of the Technical Proposal and Cost Proposal (two separate envelopes) to Peggy Joyner, in the Chatham County Purchasing Office.

Proposal Submission

Technical Proposal

Each Bidder shall submit an original (identified as ORIGINAL) and five (5) numbered hardcopies of the Technical Proposal that responds to the requirements of this RFP. Each copy of the Technical Proposal shall be printed on 8-1/2" x 11" paper with pages numbered consecutively in the upper right-hand corner (exclusive of the title page, table of contents, and any sectional dividers). It is anticipated that the copies will be provided in loose-leaf, three-ring binder form, in binders no larger than 4" in thickness. Drawings and schematics, if any, are permitted on 11"x 17" foldout pages.

To facilitate efficient evaluation of the Proposals, each Bidder shall submit five (5) numbered electronic copies of the complete Technical Proposal in flash drive/CD form. In the event the flash drive/CD form differs from the hardcopy form, the hardcopy form shall prevail.

NOTICE: THERE SHALL BE NO COST INFORMATION IN THE TECHNICAL PROPOSAL. FAILURE TO COMPLY MAY RESULT IN REJECTION OF YOUR PROPOSAL.

Failure to include in its Proposal a response to all of the requirements of the RFP may result in the rejection of a Bidder's Proposal by the County. Proposals that merely repeat the RFP language or content shall be deemed unsatisfactory.

The Technical Proposal package shall include:

- Title Page: Title page showing the RFP's subject; the Bidder's name; the name, address, and telephone number of the contact person, and the date of the Proposal.
- Table of Contents: The Bidder shall provide a "Table of Contents" with page numbers and a "List of Attachments", which references the tab number of each Attachment.
- Transmittal Letter: A transmittal letter conveying the Bidder's response to the RFP, briefly stating the Bidder's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the Bidder believes itself to be best qualified to perform the engagement, and a statement that the Proposal is a firm and irrevocable offer for 120 days from the Proposal due date. The letter is to be signed in ink by an individual authorized to legally bind the Bidder's company or organization and stating the individual's title and position. The Bidder's acknowledgment of receipt of all addenda issued to this RFP shall be clearly stated in the transmittal letter.

- Contact Information: Name, title, email, and address of person to be contacted for all RFP correspondence. Bidder shall include a website address, if applicable.
- Minimum Requirements: Provide a copy of Bidder's response to the minimum requirements as provided in the first tab of the Technical Proposal Excel file, labeled Minimum Requirements.
- Detailed Proposal: The format of the Detailed Proposal shall conform to the structure outlined in the next section, Proposal Format.
- Chatham County Required Attachments:
 - A. DRUG FREE WORKPLACE;
 - B. NONDISCRIMINATION STATEMENT;
 - C. DISCLOSURE OF RESPONSIBILITY STATEMENT;
 - D. CONTRACTOR AFFIDAVIT/AGREEMENT;
 - E. SAVE FORM;
 - F. DEBARMENT FORM;
 - G. M/WBE PARTICIPATION FORM, including a narrative outlining detail on use of Chatham County businesses, a narrative describing past accomplishment and intended actions on use of MBE/WBE, and a narrative regarding the diversity of their workforce to indicate commitment to providing opportunity to minorities and women ;
 - H. LOBBYING AFFIDAVIT;
 - I. NON-DISCLOSURE AGREEMENT (Required signature in advance)

Cost Proposal

The Bidder shall submit an original and five (5) copies of a Cost Proposal in a separate sealed envelope marked as follows:

**COST PROPOSAL FOR
Chatham County, Georgia FOR
HEALTH COVERAGE FOR MEDICARE RETIREE MEMBERS
OF CHATHAM COUNTY RFP NO. 15-0043-1**

To facilitate efficient evaluation of the Proposals, each Bidder shall submit five (5) numbered electronic copies (CD/flash drive) of the complete Cost Proposal in electronic form. In the event the electronic form differs from the hardcopy form, the hardcopy form shall prevail.

The Cost Proposal package shall include:

- Title Page: Title page showing the RFP's subject; the Bidder's name; the name, address, and telephone number of the contact person; and the date of the Proposal.
- Table of Contents: The Bidder shall provide a "Table of Contents" with page numbers and a "List of Exhibits", which references the page number of each exhibit.
- Certification that the person signing the Proposal is entitled to represent the firm, empowered to submit the Proposal, and authorized to sign a contract with Chatham County, Georgia.
- Detailed Proposal: The format of the Detailed Proposal shall conform to the structure outlined in the next section, Proposal Format.

Technical Proposal Format

General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence, and capacity of the Bidder in conformity with the requirements of this RFP. The Technical Proposal shall demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement.

THERE SHALL BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal shall address all the items provided in the Excel file for this purpose. The Proposal shall be prepared simply and economically, providing a straightforward, concise description of the Bidder’s capabilities to satisfy the requirements of the RFP where indicated in the Excel file. While additional data may be presented, each tab in the Excel files provided for Bidder response shall be included. This represents the criteria against which the Proposal will be evaluated. Failure to complete all items may result in lower scoring or even rejection of the Proposal.

Bidder shall complete in full, each tab in the Excel file labeled **Technical Proposal RFP No. 15-0043-1 MEDICARE RETIREE MEMBERS MEDICARE ADVANTAGE PLAN .xlsx**. There are tabs for the Minimum Requirements, for each of the main categories for evaluation, and related tabs to certain items as indicated in the Excel file. The tabs for the main categories for evaluation are:

- Organization and Experience
- Plan Design and Clinical
- Retirees Services and Administration
- Account Management, Reporting and Implementation
- Prescription Drugs - EGWP

Technical Proposal Layout

In addition, the Bidder shall complete the information required in related tabs in the Excel file which are related to the items requested in the main category tabs above. The hard copy proposal and electronic file naming (with Bidder Name in all file naming) should use the following structure:

Tab Label	Excel Tab
I. Minimum Requirements	Minimum Requirements
II. Organization and Experience	Organization and Experience
III. Plan Design_Clinical	Plan Design_Clinical
IV. Retiree Services_Administration	Retiree Services_Administration
V. Account Management	Acct Mgt _ Report _ Implementation
VI. Prescription Drugs - EGWP	Prescription Drugs - EGWP
VII. Extended Explanations	Extended Explanations
VIII. Officer Certification	Officer Certification
IX. Exceptions/Deviations to the Specifications	
C1: Organizational Changes	Organizational Changes
C2: Standard Forms	

Tab Label	Excel Tab
C3: Medical / EGWP Rx Plan Design	Medical Plan Design EGWP Rx Plan Design
C4: Clinical Programs	
C5: Wellness Programs	
C6: Access Medical Providers, Geo-Access Reports	Access Standards – Medical Prov
C7: Provider Disruption	Provider Disruption
C8: Retiree Website Screenshots	
C9: Enrollment Materials	
C10: ID Card	
C11: Account Team and Plan	Account Team Breakdown (plus add a write-up on the Account Management Plan)
C12: Account Manager Bio	
C13: Premium Fee Billing	
C14: Standard Reports	
C15: Implementation Plan	
C16: Network Disruption - Rx	Network Disruption - Rx

The Bidder shall use the Explanation tab for recording lengthier responses to questions as indicated in the Excel file.

Exceptions/Deviations to the Specifications: This section shall be included in the Technical Proposal regarding anything that deviates from the RFP Specifications, including boilerplate language. If there are no exceptions, the Bidder shall indicate “NONE”. THIS IS EXTREMELY IMPORTANT. The County shall address each exception and determine if acceptable, if it can resolve the differences, or reject the exception. If the exceptions cannot be resolved, the Bidder’s Proposal may be rejected.

Bidder is being asked to propose its own agreement language for HIPAA, and Employer Group Waiver Plan agreements. These proposed agreements, all applicable documents, and all attachments shall be included in Bidder’s Technical response. The County shall not permit the addition of different documents later.

Cost Proposal Format

The Cost Proposal shall contain all pricing information relative to the products and/or services as described in this RFP. The price(s) to be proposed shall contain all direct and indirect costs including all out-of-pocket expenses.

Cost Proposal Layout

Bidder shall complete in full, the Excel file labeled: **Cost Proposal RFP No. 15-0043-1.xlsx**. The hard copy Cost proposal and electronic file naming (with Bidder Name in all file naming) should use the following structure:

Tab Label	Excel Tab
I. General Questionnaire	General Questionnaire
II. Financial Questionnaire	Financial Questionnaire
III. Fully Insured Proposal	MA PDP Proposed Rates
IV. Fully Insured Pricing Assumptions	FI Offer Proj Cost As
V. Extended Explanations	Extended Explanations
VI. Officer Certification	Officer Certification

Your complete proposal should be submitted as an electronic copy on CDs or flash drives, labeled and in a sealed container marked on the outside with the Request for Proposal number and Company Name. The CD/flash drive should contain your Technical proposal in Excel format and supporting worksheets/documents and your Cost Proposal in Excel format and supporting worksheets/documents. In addition, please provide one original and five (5) hard copies of the RFP response as set forth above comprising your completed proposal with TECHNICAL and COST worksheets/documents.

- Exhibits must be labeled as directed in the RFP.
- Attachments must be clearly referenced by number and title in the section titled Appendix— Attachments of this RFP.
- All attachments must be submitted electronically via email along with the RFP response.

Hard copies of your RFP, supporting materials and attachments should also arrive at Chatham County Purchasing Department by 5:00 p.m. EST on May 27, 2015.

Any costs associated with the preparation and/or presentation of your response to this RFP must be borne by the bidder and are not the responsibility of Chatham County.

Please send an electronic version and hard copies of responses to the questions and all attachments as follows:

Peggy Joyner
Purchasing Agent
1117 Eisenhower Drive, Suite C Savannah, GA 31416
912-790-1626
pjoyner@chathamcounty.org

ATTACHMENT A

DRUG FREE WORKPLACE CERTIFICATION

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code to Georgia Annotated, related to the Drug Free Workplace have been complied with in full.

1. A drug-free workplace will be provided for the employees during the performance of the contract; and;

Each sub-contractor under the direction of the Contractor shall secure the following written certification: _____(Contractor) certifies to Chatham County that a drug-free workplace will be provided for the employees during the performance of this contract known as **HEALTH COVERAGE FOR MEDICARE RETIREE MEMBERS OF CHATHAM COUNTY RFP NO. 15-0043-1** pursuant to paragraph (7), of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR: _____ DATE: _____

NOTARY: _____ DATE: _____

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presents, that I (We), _____, _____, _____,
Name Title Name of Bidder

(herein after known as -Companyll) in consideration of the privilege to bid/or propose on the following Chatham County project procurement (**HEALTH COVERAGE FOR MEDICARE RETIREE MEMBERS OF CHATHAM COUNTY RFP NO. 15-0043-1**), hereby consent, covenant and agree as follows:

1. No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
2. That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
3. In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
4. That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
5. That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of an incorporated by reference in the contract which this Company may be awarded;
6. That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to, termination of the contract.

Signature _____ Date _____

ATTACHMENT C

DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contractor subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that
Company Name

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____ County of _____

Subscribed and sworn to before me on this _____ day of _____ 2015 by _____
representing him/herself to be

_____ of the company named herein. _____
Notary Public

My Commission expires:

Resident State:

ATTACHMENT D

Contractor Affidavit and Agreement

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Chatham County has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA),

P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with (name of public employer), contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

Date
(Contractor Name)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE:

_____ DAY OF _____, 20__

Notary Public
My Commission Expires: _____

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the -EEV / Basic Pilot Programll operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

ATTACHMENT E

Affidavit Verifying Status for Chatham County Benefit Application

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date: _____

Printed Name: _____

SUBSCRIBED AND SWORN * _____
BEFORE ME ON THIS THE _____ Alien Registration number for non-citizens.

_____ DAY OF _____, 20__

Notary Public

My Commission Expires:

ATTACHMENT F

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any Federal department or agency, State of Georgia, Chatham County, City of Savannah, Board of Education or local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification – the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name)

Purchasing Staff Member Verification

Title _____ Date: _____

Comments:

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

ATTACHMENT G

**Chatham County
Minority and Women Business Enterprise Program
M/WBE Participation Report**

Name of Bidder: _____

Name of Project: _____

Bid No: _____

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total _____% WBE Total _____% M/WBE Combined _____%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature _____ Print _____

Phone () _____ Fax () _____ ATTACHMENT ____

**Attachment H
AFFIDAVIT REGARDING LOBBYING**

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder /Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE _____ DAY OF _____, 2015

Notary Public

My Commission Expires: _____ Resident State: _____

L E G A L N O T I C E
CC NO. 165307
REQUEST FOR PROPOSALS

Sealed proposals will be received until **5:00 P.M.** on **May 27, 2015** and publicly opened in **Chatham County Purchasing & Contracting Department, at The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406,** for **HEALTH COVERAGE FOR MEDICARE RETIREE MEMBERS OF CHATHAM COUNTY RFP NO. 15-0043-1.**

Invitation to Submit Proposal Packages are available at 1117 Eisenhower Drive, Suite C, Savannah, Georgia, and on the Chatham County Purchasing Web Site <http://purchasing.chathamcounty.org>, or by calling Robert Marshall, Senior Procurement Specialist, at (912) 790-1622. All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>.

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY AND/ OR ALL PROPOSALS AND TO WAIVE ALL FORMALITIES. THIS WILL BE THE ONLY SOLICITATION FOR THIS PROJECT. ONLY THOSE FIRMS RESPONDING TO THE RFP WILL BE ALLOWED TO PARTICIPATE IN THE PROJECT.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"

MARGARET H. JOYNER,
PURCHASING AGENT

SAVANNAH NEWS/PRESS INSERT: May 8, 2015
Please send affidavit to:
Chatham County Purchasing & Contracting Department
1117 Eisenhower Drive, Suite C
Savannah, GA 31406

(912) 790-1618