

RFP NO: 2007-126-10-17	BUYER II: VANGIE GARCIA	Tel. No: (956) 318-2626
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REQUEST FOR PROPOSALS

Hidalgo County
Edinburg, Texas

**“THIRD PARTY ADMINISTRATION, INDIVIDUAL STOP LOSS & AGGREGATE STOP
LOSS FOR SELF-FUNDED MEDICAL PLAN, GROUP TERM LIFE
AND ACCIDENTAL DEATH & DISMEMBERMENT”**

OCTOBER 17, 2007

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2802 South Hwy 281
Hidalgo County New Administration Building
Edinburg, Texas 78539

(956) 318-2626

Form HCPD-04

EXHIBIT A
**REQUIREMENTS/SCOPE OF SERVICES/
TERMS AND CONDITIONS**

**HIDALGO COUNTY
REQUEST FOR PROPOSAL**

**"THIRD PARTY ADMINISTRATION, INDIVIDUAL STOP LOSS & AGGREGATE STOP LOSS FOR SELF-
FUNDED MEDICAL PLAN, GROUP TERM LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT**

RFP NO.: 2007-126-10-17-VYG

SECTION III – RFP SELECTION AND SCHEDULES

SELECTION PROCEDURES: The RFP shall be submitted according to the schedule below. The County of Hidalgo is not required to select the proposal with the lowest rates, fees, but shall take into consideration other factors, including past experience, evidence of good organization, references, ability to provide requested services and any other factors found necessary for quality services.

PROPOSAL RANKING: Hidalgo County Health Benefit Consultant will evaluate the proposals utilizing the evaluation criteria outlined in "Exhibit B" attached herein. Thereafter, Hidalgo County Commissioner's Court will rank and/or award this proposal.

Sealed Request for Proposals must be submitted by **no later than 9:30 a.m. on October 17, 2007**. Overnight mail must also be properly labeled on the outside of the Express Envelope or Package with reference to: **RFP No.: "2007-126-10-17-VYG "Third Party Administration, Individual Stop Loss and Aggregate Stop Loss for Self-Funded Medical Plan, Group Term Life and Accidental Death & Dismemberment"**.

PROPOSAL SUBMITTED: RFPs should be submitted to:

Martha L. Salazar, Purchasing Agent
Hidalgo County Purchasing Department
2802 South Hwy. 281
Hidalgo County New Administration Building
Edinburg, Texas 78539

NEGOTIATION PROCESS:

The number one ranked firm will be contacted to submit a draft contract for negotiation. If negotiations prove unsuccessful, the next highest ranked company will be contacted. The County of Hidalgo reserves the right to reject any and all RFPs.

EVALUATION: The evaluation system consists of a 100-point system. The participants will be ranked after evaluation. Categories under the 100-point system include response to RFP. RFP submittal evaluation will be based on the criteria outlined in Exhibit B contained herein.

EXHIBIT B SELECTION CRITERIA

HIDALGO COUNTY
REQUEST FOR PROPOSAL

**“THIRD PARTY ADMINISTRATION, INDIVIDUAL STOP LOSS & AGGREGATE STOP LOSS
FOR SELF-FUNDED MEDICAL PLAN, GROUP TERM LIFE AND
ACCIDENTAL DEATH & DISMEMBERMENT”**

RFP NO: 2007-126-10-17-VYG

SELECTION CRITERIA

Hidalgo County will conduct a comprehensive, fair and impartial review of all proposals received in response to this RFP. Each "Proposal" will be analyzed to determine overall responsiveness and qualifications.

1. **Responsiveness to the Request for Proposal** **25 pts.**
 - a) Requested information included and thoroughness of responses.
 - b) Understanding and acceptance of the scope of service.
 - c) Acceptance of the RFP and Contract requirements.
 - d) Clarity and conciseness of the response.

2. **Economic Evaluation of the Proposed Fee** **50 pts.**

Any estimated savings, generated by provider network discounts should be specific and quantifiable and should include a method for validation.

 - *Vendors who quantify their provider network discount will score 75% of the 50 pts.*
 - *And those who do not will score 25% of the 50 pts.*

3. **Experience and Service Capabilities** **25 pts.**
 - a) Capability to provide the services requested.
 - b) Background of Proposer and support personnel, including professional qualifications and length of time working in Proposers capacity.
 - c) Relevant experience with public entity clients, especially County governments.
 - d) Systems in place able and ready to accomplish required services as described in RFP.
 - e) References

Total Points: **100 pts.**

The County's Consultant will review all proposals for completeness. Those found to be incomplete, or which fail to address the needs of the County as stated herein, will not be evaluated. Only those proposals furnished complete, with all required documentation, will be evaluated. Proposers are urged to initially submit their best offer. An award (if any) will be made to that proposer whose proposal is deemed most advantageous to, and the best interest of, the County.

The County's Consultant will first evaluate the proposals on all factors other than cost. After a preliminary evaluation of the technical criteria, the cost factor will be included in the evaluation process. The Consultants will meet with the Hidalgo County's Commissioners Court/Board of Directors to present findings and offer guidance in the evaluation of the proposals submitted. Cost will be evaluated on an equal basis with the technical criteria. The Consultant will present the proposers ranking of said evaluation to Hidalgo County Commissioner's County/Board of Directors.



PURCHASING DEPARTMENT
County Of Hidalgo

September 19, 2007

RE: **ADDENDUM NO.1** -
REQUEST FOR PROPOSALS NO: 2007-126-10-17-VYG
"HIDALGO COUNTY-THIRD PARTY ADMINISTRATION,
INDIVIDUAL STOP LOSS & AGGREGATE STOP LOSS FOR
SELF-FUNDED MEDICAL PLAN, GROUP TERM LIFE AND
ACCIDENTAL DEATH & DISMEMBERMENT"

Dear Respondent:

Attached you will find **ADDENDUM NO. 1, PAGE 1 OF 2** in connection with "HIDALGO COUNTY" - request for proposals for "THIRD PARTY ADMINISTRATION, INDIVIDUAL STOP LOSS & AGGREGATE STOP LOSS FOR SELF-FUNDED MEDICAL PLAN, GROUP TERM LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT".

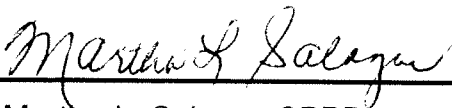
Please add this **ADDENDUM NO. 1** to your proposal packet so as to permit your company to submit a complete proposal. See original packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of **ADDENDUM NO. 1** by signing and returning this notice to us VIA FAX AT (956) 318-2629.

If you do not receive all pages of **ADDENDUM NO. 1** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 1** will complete your packet for "HIDALGO COUNTY" - request for proposals for "THIRD PARTY ADMINISTRATION, INDIVIDUAL STOP LOSS & AGGREGATE STOP LOSS FOR SELF-FUNDED MEDICAL PLAN, GROUP TERM LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT".

Thank you for your prompt attention to this matter.



Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

BY: _____

ADDENDUM NO. 1
ACKNOWLEDGMENT OF RECEIPT

MLS/vyg
Enclosures

ADDENDUM NO. 1

SEPTEMBER 19, 2007

"HIDALGO COUNTY --THIRD PARTY ADMINISTRATION, INDIVIDUAL STOP LOSS & AGGREGATE STOP LOSS FOR SELF-FUNDED MEDICAL PLAN, GROUP TERM LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT"

RFP NO.: 2007-126-10-17-VYG

The following information is to be included under Section III- Selection and Schedules, Proposal Ranking should read as follows:

Hidalgo County Commissioner's Court, at its sole discretion, **may elect** (after the proposals have been reviewed, scored and evaluated and presented to Commissioner's Court for the purpose of ranking), to have participants make presentations in order to complete and finalize the ranking.

I, _____, acknowledge receipt of ADDENDUM NO. 1 dated, September 19, 2007, for RFP-Hidalgo County-THIRD PARTY ADMINISTRATION, INDIVIDUAL STOP LOSS & AGGREGATE STOP LOSS FOR SELF-FUNDED MEDICAL PLAN, GROUP TERM LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT".

Printed Proposer Name

Date

NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR PACKET, IN ORDER TO COMPLETE THE PROPOSAL.....