

HIDALGO COUNTY

**SECTION 125-VOLUNTARY
INSURANCE PRODUCTS
EXHIBIT "A"**

**REQUIREMENTS/SCOPE OF SERVICES
AND PLAN FORMS**

RFP NO.: 2012-145A-01-16-CGA

**Purchasing Department
DUE DATE OF: JANUARY 16, 2013**

NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY PROPOSAL RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS SEALED ENVELOPE OR SEALED PACKAGE WITH THE FOLLOWING REFERENCE: RFP NO. 2012-145A-01-16CGA – "SECTION 125 VOLUNTARY INSURANCE PRODUCTS".

Contents: The required contents for the RFP are presented below in the order they should be incorporated into the submitted document.

UNDERSTANDING THE PROJECT: This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

Personnel and Staffing: The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel with detailed description of the level of commitment to servicing the account, including the bilingual staffing accommodations. There is a one (1) page limitation for each biographic summary provided.

Hidalgo County prefers an office located within Hidalgo County. (physical location, address and telephone number to be specified)

Required Certifications and Submittal: This section will contain any licenses (current) and certifications as required by the Texas Department of Insurance. Hidalgo County requires proposers to include copies of their Professional Liability Insurance as stated in Exhibit C herein.

DURATION OF CONTRACT: The initial term of the contract shall be for a five (5) year term with a (3) year rate guarantee. In addition, any renewal must be delivered to the County of Hidalgo ninety (90) days prior to renewal. **Hidalgo County has the option to renew for an additional one (1) year under the same rates, terms and conditions.** Hidalgo County reserves the right to continue the awarded proposals under the same rates, terms and conditions for an additional sixty (60) day Grace Period at the end of the contract term in the event new providers have not been awarded.

All costs and expenses associated with the preparation and submission of proposals shall be the responsibility of the vendor and no reimbursement for such charges or expenses shall be passed onto Hidalgo County, Hidalgo County Drainage District #1 or Hidalgo County Appraisal District and any other applicable programs and agencies under Hidalgo County.

SCOPE OF SERVICES: Hidalgo County is requesting sealed proposals from insurance carriers to provide all the "**Section 125 Voluntary Insurance Products**" to the employees and employees' dependents. Hidalgo County is requesting proposals equal to or better than current services/products for County of Hidalgo, Hidalgo County Drainage District No. 1 and/or Hidalgo County Appraisal District, including, but not limited to, the following: