



2802 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

October 15, 2018

Bidder's name

Address

City

State, Zip Code

Re: **HIDALGO COUNTY**
Request for Proposals -**"COBRA Administration Services"**
RFP Bid No: 2018-254-10-31-YZV

Dear Sir/Madam:

Enclosed, please find the Request for Proposals (RFP) packet. **Modifications and new requirements** have been added and implemented. Carefully read and review all instructions, Requirements and Specifications.

Hidalgo County Purchasing Department welcomes and appreciates your participation in the Request for Proposals process.

If any further assistance is required, please do not hesitate to call the Purchasing Department 956/318-2626 x 4881.

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/yzv
Enclosures

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HIDALGO COUNTY
“COBRA Administration Services”
RFP NO: 2018-254-10-31-YZV

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The above mentioned items shall be found in the Request for Proposal (RFP) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626, advise of missing documentation, and Purchasing will forward information either through facsimile or by U.S. Mail.

Thank you.

Martha L. Salazar, CPPB, Purchasing Agent

Date

RFP No.: 2018-254-10-31-YZV

CONTRACT SPECIALIST II:
Yolanda Velasquez

Tel. No.: (956) 318-2626

REQUEST FOR PROPOSALS
HIDALGO COUNTY
“COBRA ADMINISTRATION SERVICES”

ACCEPTANCE DATE

OCTOBER 31, 2018

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539
(956) 318-2626



Form HCPD-04

- 1) Sealed proposals will be received for “**Hidalgo County – COBRA Administration Services**”, in accordance with the requirements attached hereto as Exhibit "A." Proposals should address all requirements set forth. Proposers may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall proposal.
- 2) One (1) original and seven (7) copies and two (2) USB's in PDF Format of all RFPs are required, with the vendor's name and address clearly typed/printed on upper left-hand corner and the proper notation clearly typed/printed on the lower left-hand corner of the envelope and/or package, **RFP No.: 2018-154-10-31-YZV-“Hidalgo County –COBRA Administration Services”** and in County's Purchasing Department, physical address: 2802 S. Business Hwy. 281; mailing address: 2812 S. Hwy. Business 281, Administration Building, Edinburg, Texas, on or before **10:00 a.m., Wednesday, October 31, 2018.**

No facsimiles, emails or late arrivals will be accepted. Any RFP received after that time will not be opened and will be returned. Overnight mail must also be properly labeled on the outside of express envelope or package with reference to RFP No.: 2018-154-10-31-YZV - “**Hidalgo County – COBRA Administration Services**”. Hidalgo County reserves the right to refuse and reject any/all proposals and to waive any/all formalities or technicalities or to accept the proposal considered the best and most advantageous to Hidalgo County.

Additionally, all forms listed below must be properly executed and included with your RFP:

1. Legal Notice (See page 9);
 2. Insurance pages with Acknowledgment Forms (See Exhibit “C”);
 3. Form CIQ-Conflict of Interest Questionnaire (See Exhibit “D”);
 4. Vendor Bidder Application & W-9 forms (See Exhibit “E”);
 5. Certification Regarding Debarment (See Exhibit “F”);
 6. Proposer’s Affidavit (See Exhibit “H”); and
 7. RFP Submittal Check List (See page following Proposer’s Affidavit)
 8. SAMS.gov Registration Acknowledgement (See Number 18 below).
- 3) Hidalgo County reserves the right to A. separate and accept, or eliminate any item(s) listed under this proposal that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all proposals submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal for approval. Receipt of any proposal shall under no circumstances obligate County to accept the lowest dollar proposal and; C. Award of this contract shall be made to the responsible offeror whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.
 - 4) Failure of the delivered item(s) to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible proposer or to reject all proposals and re-advertise.
 - 5) For work to be performed at a County owned or operated location, each proposer shall, in its sole discretion, visit the job site before preparing the proposal and thoroughly familiarize himself/herself with existing conditions. Proposer should take field dimensions and note all circumstances which affect the dollar amount of the proposal.

- 6) Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, proposers are required to include illustrations, specifications, explanation of warranties, and service data with their proposal including catalogue numbers and any necessary references.
- 7) No proposal may be withdrawn within sixty (60) days from the scheduled time to open proposals.
- 8) Proposed prices are to remain firm for a minimum of ninety (90) days after priced proposal opening.
- 9) Any interpretations, amendments, corrections or changes to this proposal document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Proposals. Proposers shall acknowledge receipt of all addenda as a part of their proposal.
- 10) County reserves the right to accept or reject any or all proposals.
- 11) Costs are to be net F.O.B., County Prepaid.
- 12) County is exempt from Federal Excise Tax, State Tax, and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
- 13) Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a proposal or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
- 14) Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security card to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
- 15) DELIVERY INSTRUCTIONS FOR GOODS AND SERVICES: (If applicable)

- No deliveries accepted after 3:00 P.M., Monday-Friday.
- At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, CPPB, Purchasing Agent before delivery will be accepted.
- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, CPPB, Purchasing Agent
(956) 318-2626

16) BILLING AND PAYMENT INSTRUCTIONS

- Invoices must include:
 - a) Name and address of successful proposer
 - b) Name and address of receiving department or official
 - c) Purchase Order Number and Contract Number (if any)

19) TITLE VI NOTICE/ NONDISCRIMINATION

- a) "The County of Hidalgo, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat.252, 42 U.S.C. §§2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
- b) The appropriate clauses of Appendices "A" through "E" as delineated in the USDOT Standard Title VI/Nondiscrimination Assurances-Specific Assurances are hereby incorporated by reference as applicable. Title VI Appendices "A" through "E" are attached as Exhibit "G".
- c) Bidder will attach all applicable notices to which it is obligated to provide or submit as part of the bid, including Form FHWA 1273 to be submitted by all contractors and subcontractors in relation to construction contracts.

20) ETHICAL STANDARDS

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.
- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

21) DISCLOSURE OF CONFLICT OF INTEREST

- Effective January 1, 2016, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as Exhibit "D", the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful Proposer fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An

offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Complete Form CIQ must be submitted to the Hidalgo County Clerk's Office located at 100 North. Clossner, Edinburg, Texas 78539-Hidalgo County Courthouse.

Completion and submission of form ciq is the sole responsibility of the prospective proposer. Questions regarding compliance should be directed to your legal counsel.

22) CERTIFICATE OF INTERESTED PARTIES (FORM HB1295)

- As of January 1, 2016, to comply with Texas Government Code Section §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code, we have updated and revised our RFP packet. In accordance with these requirements, a business must submit a completed Certificate of Interested Parties Form 1295 to the County before the County may enter into a contract with the business entity. In box 3 of Form 1295, you will provide the RFP Project No. (2018-154), as shown on the packet. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed, filled out, signed and submitted to our office either by facsimile transmission to (956) 292-7612 or via email to yolanda.velasquez@co.hidalgo.tx.us. Hidalgo County cannot enter into a contract until Form 1295 is submitted, therefore, failure to timely submit a completed Form 1295 may result in the delay of award. Full instructions for completion and submittal of Form 1295 may be found on the Texas Ethics Commission website:

<https://www.ethics.state.tx.us/tec/1295-Info.htm>

The awarded vendor will have thirty (30) days from the date the Hidalgo County Commissioner's court approves this agreement, to submit the signed Form 1295. Hidalgo county cannot enter into a contract until Form 1295 is submitted.

- 23) Effective September 1, 2017, the Texas Government Code was amended to add Chapter 2270, Prohibition on Contracts with Companies Boycotting Israel, which provides that a state agency and a political subdivision may not enter a contract with a company for goods or services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract.

Pursuant to Gov't Code Sections 2270.001(1) & 808.001(1) as amended, "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.

By accepting this contract and/or purchase order, the Company/Vendor verifies that it does not Boycott Israel, and agrees that during the term of this contract/agreement will not Boycott Israel as that term is defined in the Texas Government Code.

- 24) If during the life of any contract or proposal awarded, the successful proposer's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.

- 25) Proposals and all goods and services provided thereunder shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

- 26) Minimum Standards for Responsible Prospective Proposers: A prospective proposer must affirmatively demonstrate proposer's responsibility. A prospective proposer, by submitting a proposal, represents to County that it meets the following requirements:
- Possess or is able to obtain adequate financial resources as required to perform under the proposal;
 - Be able to comply with the required or proposed delivery schedule;
 - Have a satisfactory record of performance;
 - Have a satisfactory record of integrity and ethics;
 - Be otherwise qualified and eligible to receive an award.
- 27) Successful proposer will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful proposers' officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
- 28) Any contract award to a successful proposer will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty (30) day's written notice prior to cancellation.
- 29) County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County. In the event of breach or default by successful proposer; County reserves the right to terminate any contract immediately in the event a successful proposer fails to:
- A. Meet schedules;
 - B. Pay any required fees or taxes; or
 - C. Otherwise, perform in accordance with the requirements.
- 30) Successful proposer shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful proposer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful proposer indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful proposer shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful proposer's indemnity hereunder shall include but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful proposer.
- 31) Successful proposer shall warrant that all items/services shall conform to the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Proposals shall be subject to County's approval Items found to be defective or not meeting specifications shall be replaced by successful proposer within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's

discretion and without waiver of any other rights of County as to the item's nonconformity.

- 32) This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas and will be performable exclusively in Hidalgo County, Texas.
- 33) The successful proposer shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.
- 34) Proposers shall provide with the proposal response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.
- 35) Proposers must provide all documentation requested with this Proposal in their response. Failure to provide this information may result in rejection of the proposal as non conforming.

REQUEST FOR PROPOSAL LEGAL NOTICE
for
HIDALGO COUNTY
“COBRA Administration Services”
RFP No.: 2018-154-10-31-YZV

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

In accordance with the Requirements, and subject to all laws and regulations of the United States and state and local laws, the undersigned proposer proposes and commits to furnish all labor, equipment, material, software, and services as set forth in the documents hereinbefore mentioned. The undersigned proposer further agrees, upon acceptance of its proposal, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Requirements within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Proposer acknowledges receipt of all of the pages of the documents referenced in the Request for Proposal Checklist presented in connection with this procurement. Proposer understands that Hidalgo County reserves the right to reject any or all proposals and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal.

Proposer agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving proposals, as contained in the Requirements.

Respectfully submitted,

FIRM: _____

ADDRESS: _____

BY: _____
PRINT
NAME: _____

TITLE: _____

EXHIBIT A

Requirements

Request for Proposals (RFP)

For

HIDALGO COUNTY

(Including all funding sources, programs and entities)

“COBRA Administration Services”

RFP No.: 2018-254-10-31-YZV

Effective Date: January 01, 2019

Proposals Acceptance Due: **October 31, 2018 at 10:00 a.m.**

Hidalgo County is requesting for sealed proposals from qualified third party COBRA administrators to provide COBRA services to its employees and employee's dependents for medical, dental and vision.

Hidalgo County Purchasing Department will receive sealed envelopes containing proposals for the provision of **"COBRA Administration Services"** as specified herein. Sealed proposals will be accepted until **10:00 A.M., Wednesday, October 31, 2018.** **RFP's RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

The following related entities may elect to participate under Hidalgo County:

"COBRA Administration Services"

- Hidalgo County Drainage District No. 1
- Hidalgo County Community Service Agency
- Hidalgo County Head Start Program
- Hidalgo County Appraisal District

The following outlines the Request for Proposals:

SECTION I **GENERAL TERMS AND CONDITIONS**

PROPOSER'S AFFIDAVIT:

Respondents to this RFP must submit a signed Proposer's Affidavit (attached herein in Exhibit "E") certifying that the submission is one (1) not the result of Collusion as described in the Proposer's Affidavit; two (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit; or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:

Respondents, during the performance of this agreement, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:

Respondents are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF BIDS:

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:

Respondents must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the respondent's ability.

RESPONDENT DEFAULT:

Hidalgo County reserves the right, in case of respondent default, to procure the articles or services from other sources and hold the defaulting respondent responsible for any excess cost occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:

It is the responsibility of the respondent to review the Request for Proposals (RFP) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict the respondent's ability to comply with. Any such protest or question regarding the requirements or bidding

procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

RFP DELIVERY:

Hidalgo County requires respondent, when hand delivering sealed proposals, to have a Purchasing Department representative time/date stamp and initial the sealed envelope and/or sealed package. Hidalgo County reserves the right to refuse and reject any/all proposals.

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

Proposals are to be submitted on the basis of the requirements contained herein. Each proposing company will be required to complete the specific attachment requested. Alternate proposals will also be considered, provided the alternatives are clearly marked as alternates and are clearly explained. All deviations from the requirements must be clearly identified and explained.

The information contained herein is believed to be accurate and up-to-date, but is not intended to be an express or implied warranty.

No electronic, telephone, or fax proposals will be accepted. Sealed Proposals will only be accepted if delivered by U.S. Postal Service, Federal Express, UPS, hand delivery, etc. Hidalgo County will not be responsible for missing, lost, or late mail. Any proposals received after the time set for opening will be returned to the proposer unopened at the respondent's expense.

ADDITIONAL INFORMATION:

Hidalgo County requires that "Request for Proposals" be routed to Martha L. Salazar, CPPB, Purchasing Agent, at:

US Postal Mail Address:

New Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:

New Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

SIGNING OF PROPOSALS:

In order to be considered all proposals **must** be signed. **Please sign the ORIGINAL IN blue ink.**

WAIVING OF INFORMALITIES:

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING- ASSIGNMENTS:

The successful respondents may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

DAVIS BACON ACT: (if applicable)

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

SECTION II

RFP REQUIREMENTS:

PLEASE REVIEW THIS DOCUMENT IN ITS ENTIRETY. ENSURE THAT YOUR PROPOSAL INCLUDES ALL FORMS REQUIRED. QUESTIONNAIRES MUST BE FILLED OUT COMPLETELY AND SUBMITTED WITH YOUR PROPOSAL.

EXPERIENCE/QUALIFICATIONS:

Respondents shall possess the following experience, including but not limited to:

- 1) Must have previous experience within the State of Texas, and furnish bona fide references; three (3) present and three (3) past within the past five (5) years; within their proposal to substantiate this experience. Please see worksheet attached to the RFP.
- 2) Must provide proof of financial stability to ensure continued services throughout the Agreement term.
- 3) Respondents certify within the proposal that they are a duly qualified, capable, bondable business entity, and have **not filed for bankruptcy**, and that they are not in receivership, nor contemplates the same.
- 4) Specific experience with public entities in the area.
- 5) Must have the personnel level and equipment necessary to provide immediate service and ensure minimal "down" time.
- 6) Bidders shall possess all permits, licenses and professional credentials necessary to perform services as specified under this RFP.

REQUEST FOR PROPOSAL:

The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP unless otherwise determined by Hidalgo County.

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 respondent understands 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. There is a one (1) page limitation for each biographic summary provided.

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.

TERM OF AGREEMENT:

- 1. **Term of the Agreement:** Effective date is January 1, 2019 to December 31, 2021 with rate guarantee for the first 3 years.
- 2. **Renewals & Extensions:** It shall be at the County’s sole discretion to renew and extend for an additional three (3) one (year) automatic renewals subject to rate changes.

The County shall have the option to terminate during the term of the agreement, at any time during the term of the contract provided that the County gives a thirty (30) day notice of intent to cancel agreement.

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 agreement term in the event new respondents have not been awarded, for non-renewal.

Hidalgo County reserves the right to terminate the agreement at the expiration of each budget period. The agreement will be for current revenues only in accordance with Texas Local Government Codes Ann. 271.903 (Vernon Supp. 1996).

LEGAL

All parties submitting proposals are expected to comply with federal, state and local insurance laws and regulations relative to the preparation and submission of insurance proposals. Specifically, the services to be provided are expected to be in compliance with the Americans with Disabilities Act (ADA), insurance laws and insurance regulations. All proposals that are submitted will be presumed to be in compliance with all applicable laws.

NUMBER OF COPIES TO BE SUBMITTED:

- 1) Proposals are to be submitted in a sealed envelope and/or sealed package clearly labeled:
Project No.: RFP No.: 2018-254-10-31-YZV

Hidalgo County-“COBRA Administration Services”

Please submit one (1) ORIGINAL and seven (7) COPIES and TWO (2) USB’s in PDF Format of your proposals to: Martha L. Salazar, CPPB, HC Purchasing Agent, H.C. Purchasing Department

US Postal Mail Address:

Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:

Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

- 2) RFP QUESTIONS AND ANSWERS:

Written Questions will be accepted via email to yolanda.velasquez@co.hidalgo.tx.us, by no later than **Wednesday, October 24, 2018 at 5:00 P.M.** Responses will be sent to all

applicants via email by no later than **Friday, October 26, 2018 at 5:00pm.** TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

3) Hidalgo County reserves the right to provide copies of all correspondence relevant to this assignment to interested respondents.

4) AGREEMENT EFFECTIVE DATES ARE AS FOLLOW:

a.	January 1, 2019	December 31, 2019
b.	January 1, 2020	December 31, 2020
c.	January 1, 2021	December 31, 2021
d.	January 1, 2022	December 31, 2021
e.	January 1, 2023	December 31, 2023
f.	January 1, 2024	December 31, 2024

TIME FRAME

The following table documents the critical pre-award events for the procurement. All dates are tentative and subject to change at Hidalgo County's discretion.

Tentative Timeline	
ACTIVITY	DATE
RFP RELEASE DATE	OCTOBER 15, 2018 @ 2:00 P.M.
Respondent's written questions due	OCTOBER 24 2018 @ 5:00 P.M.
Responses to questions	OCTOBER 26, 2018 @ 5:00 P.M.
PROPOSALS ACCEPTANCE DUE:	OCTOBER 31, 2018 @10:00 A.M.
Initial Evaluation	NOVEMBER 5-09, 2018
Recommendation/#1 Rank/ Award Announcement	NOVEMBER 06, 2018 (subject to change)
Effective date TPA agreement start date	JANUARY 01, 2019

PROPOSALS

- 1) Each party submitting a proposal is asked to screen their designated proposals for correctness and compliance with the specifications. A good understanding of your products is a must. A narrative summary of all deviations from the RFP specifications is required as part of your proposal (if applicable). A detailed explanation and description of price quotation deviations should be submitted as well. Requests for interpretation of the requirements will be provided by Flora Vazquez, Employee Benefits Director. All such responses will be made in writing. Oral explanations will not be binding.
- 2) The contents of the proposals shall be kept confidential during the process of negotiations. After the insurance agreements are awarded, all proposals will be available for public inspection. Any trade secrets and confidential information shall be so labeled to avoid public disclosure of such information.
- 3) Hidalgo County may issue an addendum(s) of this proposal by email and/or by fax. Proposals shall include name and fax number of the person to whom addenda should be sent.

SCOPE OF SERVICES AND BACKGROUND:

Hidalgo County is requesting sealed proposals from COBRA third party administrators (TPA) to provide "**COBRA Administration Services**" to the employees and employees' dependents. Hidalgo County offers medical, dental and vision care coverage. The COBRA administration services agreement will encompass all project-related insurance services to Hidalgo County, Hidalgo County Drainage District No. 1, Hidalgo County Community Service Agency, Hidalgo County Head Start Program, Hidalgo County Appraisal District and/or any other applicable related entities under Hidalgo County including.

To assure and maintain compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, Hidalgo County must ensure eligible former employees and/or their covered dependents who incurred a qualifying event are informed of their rights under COBRA as well as ensure proper administration of COBRA benefits to participating enrollees.

Hidalgo County offers and manages the annual open enrollment. Any related notices to open enrollment are delivered by Hidalgo County. Any changes resulting due to the annual open enrollment are communicated to the COBRA TPA timely.

Carriers and rates might change periodically. Hidalgo County is responsible for notifying the COBRA TPA timely and the COBRA TPA shall be responsible for providing a 30 days advance written notice to active participating enrollees.

Hidalgo County's medical plan is self-insured. This means that any premiums collections must be sent to the County.

Hidalgo County along with the related entities employee approximately 3,800 employees.

The bidder will be required to provide a complete description of administrative services including but not limited to the following:

1. Bidder must adhere and comply with all Federal COBRA policies and guidelines. Bidder must shelter Hidalgo County from non-compliance penalties.
2. Bidder must send introductory letter to existing covered participants notifying them of the COBRA TPA administrator change.
3. Bidder must ensure seamless take-over transition.
4. Bidder must send qualifying event COBRA notices. Samples of these notices must be provided within the proposal.
5. Bidder must send initial COBRA general notice to New Hires. A sample must be provided within the proposal.
6. Bidder must send certificate of coverage/HIPPA notice. A sample must be provided within the proposal.
7. Bidder must send monthly invoices to COBRA participants. A sample must be provided within the proposal.
8. Bidder must send notice of termination of coverage. A sample must be provided within the proposal.

9. Bidder must establish billing, collection and payment of insurance premiums for enrolled participants.
10. Medical premiums collected must be sent to the County in a timely manner at no additional cost to Hidalgo County.
11. Dental premiums collected must be sent to the Dental carrier in place, in a timely manner at no additional cost to Hidalgo County.
12. Vision premiums collected must be sent to the Vision carrier in place, in a timely manner at no additional cost to Hidalgo County.
13. The 2% administrative fee must be sent to the County along with the medical premiums collected.
14. The County will provide the bidder with the monthly employee count for billing purposes.
15. Bidder must submit the monthly/quarterly invoice to Hidalgo County timely.
16. Bidder must provide Hidalgo County with a designated contact person for continuity of communication, account maintenance and integrity at no additional cost.
17. Bidder must ensure timely communication with insurance carriers upon receipt of premiums to ensure seamless coverage for participants.
18. Bidder must provide weekly eligibility enrollment report to all respective insurance carriers to ensure coverage and termination of coverage when needed.
19. Bidder system must allow Hidalgo County designated personnel to enter employees' data due to qualifying event. A sample of your system capabilities must be provided within the proposal.
20. Bidder must make available online reporting available to the County. On a daily basis, the Hidalgo County's designated personnel should be able to run an enrollment participants report and a terminated participants report. A sample of these type of reports must be provided within the proposal.
21. Hidalgo County must be able to view online participant account history.
22. Bidder's online system must make available a COBRA Administration Guide that might answer any questions Hidalgo County might have concerning COBRA processes/procedures.
23. Bidder's online system must have a Client Web Site Training Guide for the Hidalgo County questions concerning COBRA administrative online processes/procedures.
24. Bidder's online system must provide a Resource Center for review of federal guidelines, latest IRS rulings, DOL opinions, and research capability of current issues and court cases.
25. Bidder must provide a 1-800 contact number and bilingual customer support to assist participants.
26. Bidder's online system must be secured and protected.
27. Bidder's online system must allow participants to view their account history.
28. Bidder must be able to receive payments via mail and bank drafts.

29. Bidder must provide administrative COBRA services fees on a per employee per month (PEPM) basis.
30. Bidder must commit to administer services for all COBRA products as per RFP.

PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

Proposer is to provide a proposed fee based on a three (3) year guarantee and a fee for every renewal option on the scope of services/work requested.

REFERENCES

HIDALGO COUNTY reserves the right to make any inquiry to any current and or former client whether or not the clients are identified by the bidder in this proposal.

THREE (3) PRESENT:

Company or Government: _____
Address: _____
Contact: _____ Telephone: _____
Email: _____ Years of Service: _____ Employee Count: _____

Company or Government: _____
Address: _____
Contact: _____ Telephone: _____
Email: _____ Years of Service: _____ Employee Count: _____

Company or Government: _____
Address: _____
Contact: _____ Telephone: _____
Email: _____ Years of Service: _____ Employee Count: _____

THREE (3) PAST:

Company or Government: _____
Address: _____
Contact: _____ Telephone: _____
Email: _____ Years of Service: _____ Employee Count: _____

Company or Government: _____
Address: _____
Contact: _____ Telephone: _____
Email: _____ Years of Service: _____ Employee Count: _____

Company or Government: _____
Address: _____
Contact: _____ Telephone: _____
Email: _____ Years of Service: _____ Employee Count: _____

HIDALGO COUNTY Anti-Collusion Certification RFP Submission Form

By submission of this proposal, the Proposer certifies that:

- 1) This proposal has been independently arrived at without collusion with any other Proposer or with any competitor;
- 2) This proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of proposals for this project, to any other proposer competitor or potential competitor;
- 3) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a proposal;
- 4) The person signing this proposal certifies that he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the proposer as well as to the person signing in its behalf.

Company Name

Authorized Signature & Title

Address

Type Signatory's Name & Title

City, State, Zip Code

Telephone Number

Federal I.D. #

E-mail address

SUBSCRIBED AND SWORN to before me by the above named _____ On the _____ day of _____, 20_____.

Notary Public in and for the State of _____ My commission expires: _____

PROPOSAL SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all General Agreement terms and conditions as set forth in **RFP No.:2018-254-10-31-YZV**

My signature also certifies that by submitting a proposal in response to the Request for Proposal, the respondent represents that in the preparation and submission of this proposal, said respondent did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Anti-Trust Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Texas.

I certify that I am authorized to sign as a representative for the respondent:

Name of Respondent: _____

Address: _____

Fed. Id #: _____

Signature: _____

Name (Print): _____

Title: _____

Telephone No: _____

Fax No: _____

Date: _____

Contact Name: _____

Contact Title: _____

E-Mail Address: _____

Telephone No: _____

Fax No: _____

EXHIBIT B

SELECTION/EVALUATION CRITERIA

**HIDALGO COUNTY
REQUEST FOR PROPOSAL**

“COBRA Administration Services”

RFP NO: 2018-254-10-31-YZV

EVALUATION CRITERIA

A. SELECTION/EVALUATION/RANKING PROCESS:

The RFP shall be submitted according to the schedule below. The County of Hidalgo is not required to select the proposal with the lowest fees, but shall take into consideration other factors, including past experience, evidence of good organization background, references, ability to provide requested services, and any other factors found necessary for quality services. Hidalgo County Employee Benefit Division will evaluate the proposal(s) utilizing the evaluation criteria outlined in Exhibit "B" attached herein. Thereafter, Hidalgo County Commissioners Court will rank and/or award this proposal.

Proposals will be graded on a 100 point system with emphasis on ability to service Hidalgo County including, but not be limited to, the items listed below.

1. Bidder Qualifications/Staffing of Project Team (15 Points)

The bidder should provide resume of each of the bidder's professionals. Any specializations or board certifications should also be detailed in each resume. Copies of current valid licenses, certifications and registrations should be included in this section and other pertinent information that demonstrates their qualifications to perform the services required. Reference sheet should be thoroughly filled out. Experience in industry must be stated. Proof of financial stability must be provided. Bankruptcy disclosure, if applicable, must be stated within the proposal.

2. Understanding of Project/Similar Services (35 Points)

The Bidder should provide as much background information as to its experience in providing similar services to City, County, School or any other governmental agencies. Resumes of the key technical staff members, limited to one (1) page per person, must be included in an appendix, as well as narrative descriptions of projects proposed as similar work experience. Requested information within the RFP must be included in the proposal with very thorough and clear responses. Understating and acceptance of the scope of services must be demonstrated within the proposal. Acceptance of the RFP and contract requirements must be stated.

3. Bidder's capability to provide the services requested (35 Points)

- a. Background of Bidder and Support Personnel, including professional qualifications.
- b. Relevant experience of the Bidder.
- c. Specific experience with public entity clients.
- d. Other resources, including the total number of employees, number and location of offices.
- e. References and experience in the Texas Public Sector.
- g. Online system capabilities as stated within the RFP
- h. Ability to submit premium payments as stated within the RFP
- i. 1-800 Customer service and bilingual customer service staff available

4. Cost/Fees (15 Points)

The cost of service will be on a per employee per month (PEPM) fee based on the scope of services and/or requirements.

B. RANKING OF PROPOSALS:

Hidalgo County has the right to accept or decline proposals that fail to address the needs of the County as stated herein. Consequently, only those proposals that meet RFP requirements, including supported documentation outlined on RFP, will be evaluated. Bidders are urged to initially submit their best offer. Employee Benefit Division will evaluate and score the RFP responses.

C. NEGOTIATION PROCESS:

The RFP will be awarded to the bidder whose RFP will be most advantageous to County, as determined by the evaluation factor's listed herein and by the recommendation of the Selection Committee with approval of Commissioner's Court.

HIDALGO COUNTY
"COBRA Administration Services"
RFP 2018-254-10-31-YZV

EVALUATION FORM

	<u>Selection Criteria</u>	<u>Points</u>	<u>Score</u>
1.	Bidder Qualifications/Staffing of Project Team	0-15 Points	_____
	Comments: _____ _____ _____		
2.	Understanding of Project/Similar Services	0-35 Points	_____
	Comments: _____ _____ _____		
3.	Bidder's capability to provide the services requested	0-35 Points	_____
	Comments: _____ _____ _____		
4.	Cost/Fees	0-15 Points	_____
	Comments: _____ _____ _____		
Total 100 Points:			_____

Bidder/Vendor: _____

Evaluators Name: _____ Date: _____