

## Stop Loss RFP WORKBOOK

INTRODUCTION, TIMELINE & REQUIREMENTS	
	<b>Name</b> - Williamson County
	<b>Address</b> - 301 S.E. Inner Loop, Suite 108 - Georgetown, Texas 78626
	<b>SIC Code</b> - 9199 General Government
	<b>Nature of Business</b> - Local City Government
<b>1</b>	<b>INTRODUCTION</b>
	<p>Williamson County is re-evaluating their current specific and aggregate stop loss contract. The purpose of this RFP is to determine if there are options available in the market which may offer lower cost and seamless coordination with the County's medical TPA. Williamson County is looking for the provider to provide consistent, exemplary levels of service and compliance. The ability to provide a single, accountable point of contact will be a significant factor in selection.</p> <p><b><u>Williamson County's Company Profile and Benefit Plan Overview:</u></b></p> <p>The County has a self-funded Medical benefit program that provides benefits to its employees and dependents. The County has two (2) self-funded Medical Plans administered by United Healthcare that differ by network. The County also has a Preventative Diabetic Wellness and Co-Morbid Disease benefits provided in both medical plans and administered by United Healthcare. As of Sept. 2019, there are approximately 1457 employees, 110 Retirees, and 5 Cobra Participants enrolled in the two medical plans that includes Vision Coverage. UHC is also County's PBM as well. Note: Vision will become a voluntary benefit as of 1/1/2020.</p> <p><b><u>Williamson County's Objectives:</u></b></p> <ul style="list-style-type: none"> <li>Achieve lower fixed cost</li> <li>Offer quality customer service</li> <li>Coordination with Medical TPA (United Healthcare) for prompt payment</li> </ul> <p><b>Williamson County effective date January 1, 2020.</b></p>
<b>2</b>	<b>TIMELINE</b>
	Advertisement Approval - 10/15/2019
	RFP Released 10/15/2019
	RFP Closes - 10/29
	Evaluation Committee Review - 10/29
	Benefits Committee Approval - 11/6
	Formal Award By Commissioners Court - 12/10 or 12/17
<b>3</b>	<b>CONTRACT TERM (Purchasing/Legal to Edit as needed)</b>

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	<p>The recommended contract term is 1 year, renewable annually up to 2 annual renewals. Each renewal will be based upon the same terms and conditions as the original except for performance guarantees. Performance guarantee results will be reviewed each year and may be revised by mutual agreement. Other contract terms and conditions changes must be made by mutual agreement. This contract may be terminated by either party for any reason by giving thirty (30) days written notice of intent to terminate.</p>
4 EXAMINATION OF RFP	
	<p>The vendor partner is expected to examine this Request for Proposal ("RFP") carefully, understand the terms and conditions for providing the pertinent services and <b>respond completely in the format provided</b>. Failure to do so may result in disqualification of the submitted proposal.</p>
5 QUESTIONS	
	<p>Any questions regarding the meaning or interpretation of this RFP must be submitted via BidSync.</p>
	<p><b>Submit all questions via BidSync:</b></p>
	<p><a href="http://www.bidsync.com">http://www.bidsync.com</a> (Wilco Will Provide Final Link)</p>
	<p>Verbal explanations are not permitted outside of finalist presentations.</p>
	<p>Williamson County, or any representative acting on behalf of Williamson County, shall not schedule meetings related to the RFP with representatives of any vendor partner who has submitted proposals and vendor partner shall not contact Williamson County or any representative to explain, clarify or discuss their proposals before an award has been made, except as set out in this section. Violation of this provision may lead to disqualification from consideration.</p>
	<p>Williamson County reserves the right to contact any vendor partner for clarification after proposals are received to further negotiate with any vendor partner if Williamson County deems such action appropriate.</p>
6 PROPOSAL SUBMISSION	
	<p>The vendor partner shall submit a proposal containing all information required by the RFP. Failure to respond to all portions of this RFP, in the format provided, may result in the bidder's disqualification.</p>
	<p><b>The bidder must submit electronic copy of their proposal via BidSync:</b></p>
	<p><a href="http://www.bidsync.com">http://www.bidsync.com</a> (Wilco Will Provide Final Link)</p>

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	<p>All proposals, responses, inquiries, correspondence relating to or in reference to this RFP, and all electronic media, reports and other documentation submitted by the bidder shall become the property of Williamson County. Any cost or expense incurred by the bidder that is associated with the preparation of the proposal will be at the bidder's sole cost and expense.</p>
	<p>By submitting the proposal, the bidder certifies and represents to Williamson County that the bidder has not offered, conferred or agreed to confer any pecuniary benefit or other item of value for the receipt of special treatment, advantage, information, opinion, recommendation, or any other exercise of discretion concerning this RFP.</p>
<b>7</b>	<b>CONTACT &amp; COMMUNICATION</b>
	<p>During the period between proposal submission and the contract award, the bidder shall not directly discuss or promote their proposal with Williamson County unless requested by Williamson County. No publicity or news release about this RFP, the response, or discussion of any kind related to this RFP, or to the award of any contract, may be released without the prior written approval of Williamson County.</p>
<b>8</b>	<b>MANDATORY REQUIREMENTS</b>
	<p>Minimum requirements must be passed in order to be considered for scoring as described in Section 9</p>
	<b>A. Must have been rated by A.M. Best for at least the past three years as an A rated company</b>
	<b>B. Insurance company is published in the current listing of insurance companies, authorized to transact business in the State of Texas</b>
	<b>C. Will consider waiving the Employee Actively at Work/Dependent Non-Conforming Underwriting provision</b>
<b>9</b>	<b>EVALUATION CRITERIA</b>
	<p>Williamson County will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP. Each proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Williamson County may select some of the respondent proposals for finalist presentations. Criteria to be evaluated may include, but are not limited to the items listed below:</p>
	<b>A. Responsiveness to the Request for Proposal (10 Points)</b>
	Understanding and acceptance of the general provisions in this RFP
	Submission of all information required by this RFP in the format provided
	Clarity and conciseness of the proposal response
	<b>B. Economic evaluation of the Proposed Fee Schedule (60 Points)</b>
	Overall cost of providing the entire scope of services requested in this RFP
	Overall impact of laseder participants
	Overall impact of other exclusions
	Current financial ratings

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<b>C. Capability, quality and expertise to provide the services requested (25 Points)</b>	
	Experience in the effective operation of stop loss administration
	Claims payment speed and precision; reporting capabilities, seamless integration with UHC
	Overall technology capabilities (e.g. claims analysis, payment, reporting)
	Demonstrated professionalism and positive customer service interactions with Williamson County's staff
	The ability to provide the services requested in this RFP
<b>D. References (5 Points)</b>	
<b>10</b>	<b>RESERVATION OF RIGHTS</b>
	Williamson County reserves the right to:
	Accept or reject any and all proposals received
	Issue a subsequent RFP
	Cancel the entire RFP
	Remedy technical errors in the RFP process
	Negotiate with any, all or none of the respondents to the RFP
	Accept the electronic proposal as an offer
	Release of this RFP does not commit Williamson County to enter into a contract nor does it obligate it to pay any costs incurred in preparation and submission of proposals or in anticipation of a contract.
<b>11</b>	<b>PROPOSAL REQUIREMENTS</b>
	<b>Proposals shall be submitted in the Excel format provided (tabs 2, 3, 4, 6), including the following information:</b>
	<i>A. Executive Summary (provide separate attachment)</i>
	Exhibit an understanding of this request and proposed means of accomplishing it. Summary shall include anticipated approach to accomplish the goals, any unique problems envisioned and solutions offered.
	<i>B. Financial Quote (Specific and Aggregate premium)</i>
	<i>C. Questionnaire</i>
	<i>D. References</i>
	<i>E. Implementation timeline</i>