

**REQUEST FOR PROPOSALS**  
**18-004**  
**CITY OF SOCORRO, TEXAS**

The City of Socorro has retained USI Southwest, Inc. to act as its employee benefits consultant and is designated as the Agent of Record. USI Southwest, Inc. does not receive compensation from past or current insurance companies. If you have any questions or need additional information, you must send written notification to the following:

USI Southwest, Inc.  
**Attn: Art Lopez, Vice President**  
2505 E. Missouri Avenue  
El Paso, Texas 79903  
(P) 915.534.9442  
[Art.Lopez@usi.com](mailto:Art.Lopez@usi.com)

The deadline for questions is July 25<sup>th</sup> at 3:00 p.m. (MST). Questions are to be delivered via email to:

[Art.Lopez@usi.com](mailto:Art.Lopez@usi.com)

Proposals are due on August 3<sup>rd</sup> at 3:00 p.m. (MST) to the attention of:

Olivia Navarro, City Clerk  
City of Socorro  
124 S. Horizon Blvd.  
Socorro, Texas 79927

The proposals are to be submitted in sealed envelopes and clearly marked on the lower right-hand side corner with the following: "Employee Benefits RFP"/Attn: Olivia Navarro, City Clerk. Bids will be publicly opened on August 6, 2018 at 11:00 a.m. at City Hall Chambers, 124 S. Horizon Blvd., Socorro, Texas 79927.

**Signature Page – Return a Signed Original of this document**

To: City of Socorro

I, or, we agree to furnish the following described insurance bids or services for the process shown in accordance with specifications listed below or attached. By execution of this proposal, I hereby represent and warrant to City of Socorro, Texas that I have read and understood the Proposal Documents and the Contract Documents and this proposal is made in accordance with the Proposal Documents.

**Description-RFP- Group Medical Insurance, Group Dental Insurance, Group Term Life Insurance, Group Vision Insurance, Voluntary Accident Insurance, Voluntary Cancer Insurance and Voluntary Short-Term Disability Insurance, Section 125 Pre-Tax Services, Employee Assistance Program (EAP) Services and COBRA Administration**

**Vendor must meet or exceed specifications  
Please submit one (1) original, four (4) duplicate copies and one electronic version of your proposal.**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Federal Tax ID No.**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**Representative Name & Title**

\_\_\_\_\_  
**Telephone & Fax Number**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## Table of Contents

	<b>Page Number</b>
<b>1.0- General Information</b>	<b>4</b>
<b>1.01- General Proposal Requirements</b>	<b>5</b>
<b>1.02- Legal Requirements</b>	<b>8</b>
<b>1.03- Selection Criteria</b>	<b>8</b>
<b>1.04- Award of Contract(s)</b>	<b>9</b>
<b>1.05- Plan Administration</b>	<b>9</b>
<b>1.06- Other Information</b>	<b>9</b>
<b>2.0- General Information and Questions</b>	<b>10</b>
<b>2.01- General Questions</b>	<b>10</b>
<b>2.02- General Information</b>	<b>10</b>

**City of Socorro, Texas**  
Request for Proposal For

**Group Medical Insurance, Group Dental Insurance, Group Term Life Insurance, Group Vision Insurance, Voluntary Accident Insurance, Voluntary Cancer Insurance and Voluntary Short-Term Disability Insurance, Section 125 Pre-Tax Services, Employee Assistance Program (EAP) Services and COBRA Administration**

***1.0- General Information:***

The City of Socorro, Texas (hereinafter referred to as “The City”) hereby requests proposals from firms qualified to provide employee benefits as identified above. The City is particularly interested in benefits that help the City maintain quality and contain cost without sacrificing soundness.

The supplemental information provided applies to the City of Socorro, Texas, 79927. These specifications and additional documents are confidential and are to be used only in connection with preparing your proposal of insurance. All records, member files, and miscellaneous data necessary to administer the plans shall be the property of the City.

The City reserves the right to accept or reject all or any part of the proposal, waive minor technicalities, and award the proposal to best serve the interests of the City.

Proposals should be submitted on the basis of the specifications provided. Alternate proposals will also be considered, provided the alternatives are clearly explained. All deviations from the specifications must be clearly identified.

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

All proposals must be signed by persons who have the legal authority to bind the provider. The proposals must include a specimen contract and any endorsement, if applicable.

Each submission must include one original and four copies, along with one electronic formatted copy of the proposal. Should you wish to submit additional variation of your response, each variation must be submitted separately according to the submission requirements stated above. If your proposal offers in and out of network benefits, please include a directory and Geo Access report.

Where applicable, all companies submitting proposals must be licensed by the State of Texas and be permitted to contract with the State or any of its subdivisions. Proposers who fall under the guidelines of the Interlocal Cooperation Act, Chapter 791, Title 7, Government Code, will be acceptable.

Proposals are expected to provide a **12 month rate guarantee** with annual renewal options thereafter.

Public Sector employers are not allowed, under current state law, to execute a document containing a Hold Harmless/Indemnification Clause causing the employer to be responsible for another parties' liability. Therefore, your documents should not contain any such clauses.

The City of Socorro reserves the right to accept or reject all or any part of the proposals, waive minor technicalities, and award the proposal to best serve its interest. The City of Socorro also reserves the right to waive or dispense with any of the formalities contained herein.

Failure to comply with the requirements or the procedures set forth herein, or to satisfy the coverage and exceptions to the specifications will, in and of themselves, result in disqualification.

All materials necessary to effectively communicate and administer the programs shall be prepared and printed by the proposer's own expense.

Enrollment meetings will be scheduled prior to the effective date of the contract. The proposer will be responsible for presenting the new plan and enrolling employees at the City of Socorro, Texas locations in El Paso County, Texas.

Please complete the appropriate enclosed proposal forms which include a brief Questionnaire. ***FAILURE TO COMPLETE PROPOSAL FORMS WILL RESULT IN THE PROPOSAL BEING DISQUALIFIED.***

The City of Socorro, Texas accepts no financial responsibility for any costs incurred by any proper in the course of responding to these specifications.

***1.01- General Proposal Requirements:***

Each bidder shall furnish a complete name, mailing address, and telephone number.

Each proposal must designate the individual(s), along with respective telephone numbers, who will be responsible for answering technical and contractual question with respect to their proposal.

The City, in its sole discretion, expressly reserves the right to request and/or require any additional information from the bidder(s) that it deems relevant with respect to this RFP.

Cost for developing proposals is entirely the responsibility of the vendor and shall not be chargeable to the City.

The Vendor shall totally indemnify the City against all claims, by its employees, agents, or representative for injury arising from any cause. The vendor shall totally indemnify the City as a result of claims relating to infringement of proprietary rights for all of the services and equipment being provided. The vendor shall not liable to the City for any failure or delay in the performance, which is due, in whole or in part, to any cause beyond the vendor's control.

Proposals should not contain promotional or display materials, except as they may directly answer, in whole or in part, questions contained in the RFP. Such exhibits shall be clearly marked with the applicable reference number of the questions in the RFP.

The contents of the proposal and any clarification or counter proposal there to submit by the successful vendor shall become part of the contractual obligation and incorporated by reference into the ensuring contract.

Products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the vendor shall be included in the proposal.

It is intended that this RFP describe the requirement and response format in sufficient detail to secure comparable proposals.

A vendor may withdraw their proposal by submitting a written request for its withdrawal over the signature of an authorized individual as described above, to the City Manager any time prior to the submission deadline. The vendor may, thereafter, submit a new proposal by the deadline. Modifications offered in any manner will not be considered if submitted after the deadline.

The successful vendor may be required to provide an affidavit that he has not conspired with other potential brokers in any matter to attempt to control competitive pricing.

Pursuant to Texas Local Government Code Section 262.030 of VTCA, proposals shall be opened so long as to avoid disclosure of the contents to competing offers. Details will not be released until all ensuring negotiations have been completed and contractual agreements have been executed. All information submitted on this RFP will be public record.

The City is requesting sealed bids for Request for Proposal for:

**Group Medical Insurance, Group Dental Insurance, Group Term Life Insurance, Group Vision Insurance, Voluntary Accident Insurance, Voluntary Cancer Insurance and Voluntary Short-Term Disability Insurance, Section 125 Pre-Tax Services, Employee Assistance Program (EAP) Services and COBRA Administration**

All proposals become property of the City and will not be returned to the vendor.

If any person contemplating submitting a proposal for this contract is in doubt as to the true meaning of the specifications or proposals documents or any part thereof, he may submit to the City Manager on or before five days prior to the scheduled closing a request for clarification. All requests must be submitted in writing. All questions and responses to the requests will be answered in writing with copies furnished to all known offerors bidding on this RFP.

The vendor certifies that he is a duly qualified, capable, and otherwise bondable business entity that he is not in Receivership or contemplates same, and has not filed for bankruptcy.

After bid opening and prior award, the City reserves the right to make a pre-award survey of any or all vendor's facilities and equipment to be used in the performance of work under this solicitation. Vendor agrees to allow all reasonable requests for inspection of such facilities within two (2) days of advance notice. Failure to allow such an inspection shall be cause for rejection of proposals and non-responsive. The City reserves the right to reject facilities or equipment as unacceptable for performance under this solicitation as a result of such pre-award survey. In addition, vendor's reputation relating to quality of performance may also be used for purposes of evaluating a vendor's suitability for award under this solicitation.

Submission of a bid in response to this Request for Proposal will affirm that the vendor will not discriminate against any employee or applicant for employment because of race, religion, sex, sexual preference, color or national origin and that the firm will make efforts to ensure that employment is offered to applicants without regard to their race, religion, sexual preference, color, and national origin.

Technical questions concerning this proposal or request for site visit should be addressed to the following:

**Olivia Navarro, City Clerk**  
**City of Socorro, Texas**  
**124 S. Horizon Blvd.**  
**Socorro, Texas 79927**  
**Phone: (915)858-2915**  
**[cityclerk@ci.socorro.tx.us](mailto:cityclerk@ci.socorro.tx.us)**

**1.02- Legal Requirements:**

All parties submitting proposals are expected to comply with federal, state, and local laws, and mandates relative to the preparation of proposals and the services to be provided and all applicable federal laws and regulations. Specifically, the services to be provided are expected to be in compliance with the: American with Disabilities Act (ADA); Age Discrimination in Employment Act (ADEA); Consolidated Omnibus Budget Reconciliation Act (COBRA); Family and Medical Leave Act (FMLA); health Portability and Accountability Act of 1996 (HIPAA) and all applicable federal and state requirements, including without limitation the Internal Revenue Code, and its corresponding regulation, Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), insurance laws and regulation, and state anti-discrimination requirements. All proposals that are submitted will be presumed to be in compliance with all applicable laws.

**1.03- Selection Criteria:**

The City reserves the right to award the subjects in whole or in part, to those bidders who demonstrate professional competence in submitting proposals that satisfy cost, coverage, and servicing criteria. Servicing criteria will be evaluated in terms of such considerations as number of years in business; size of agency and staff; experience of staff; and professional servicing capability.

Proposals will be carefully evaluated in terms of cost, effectiveness, and compliance with specifications. Awards will be made to the bidder submitting the **best value** based on the following criteria.

***Criteria for awarding the bid are as follows:***

- Ability to meet the needs of the City in regard to the plan design
- Demonstration of the ability to provide the services required
- Effective administration, implementation, and maintenance of the plan
- A demonstrated commitment to the delivery of quality cost effective benefits
- Length of initial rate/premium guarantee
- Pricing is important in the context value. The award of the contract shall be made to the responsible provider whose proposal is determined to be the evaluated offer resulting from negotiations after all request for qualifications have been received. All factors outlined in the specifications will be taken into consideration in determining which proposal represents the best value.



**1.04- Award of Contract(s):**

The award of the contract shall be made to the responsible bidder whose proposal is determined to be the best possible value to the City, taking into consideration the relative importance of price and other evaluation factors set forth in 1.03 above. All proposals submitted in accordance with the requirements of the RFP shall be considered offers to contract on the terms contained in the proposals and in the RFP and at the price offered by the successful bidder. When the City award a contract to the successful bidders, it will constitute an acceptance of that offer and a contract between the City and the successful bidder(s) embodying the terms of the RFP and the proposal will become effective on the date of such award. The administrator or carrier will be responsible for providing enrollment support and materials prior to open enrollment, and for additional materials as needed throughout the year.

**1.05- Plan Administration:**

***The City of Socorro's Responsibility:***

- Provide for payroll deduction of employee contributions
- Manage additions/deletions from the coverage
- Assist in the logistics of the enrollment process

**1.06- Other Information:**

1. All proposals submitted in accordance with the requirements of the RFP shall be considered offers to contract on the terms contained in the proposal and in the RFP and at the price offered by the successful proposer. Proposer agrees that this offer shall be valid and effective for a minimum of ninety (90) days from the date that proposals are opened by the City. When the City awards a contract to the successful bidder, it will constitute an acceptance of that offer as subsequently amended by negotiation and a contract between the City and the successful bidder.
2. The next plan year begins October 1, 2018 and ends September 30, 2019.

**2.0- General Information and Questions:**

**2.01- General Questions:**

1. State name, address, city, state, zip code, and telephone number of firm.
2. State type of company (corporation, partnership, etc.)
3. Provide background or history of firm including experience relating to the administration of employee benefit plans.
4. Provide the names of three (3) organizations or entities your company provides with group health coverage in the public sector.
5. From what office will your customer service support be provided?
6. What is the financial rating of your company?

**2.02- General Information:**

1. The City currently is fully-insured on the existing benefit plans.
2. The City contributes 100% toward the employee only premium for the three (3) medical plans, vision, dental, basic life insurance programs and the Employee Assistance Program (EAP) All other benefit offerings and elections are contributory.
3. The City deducts employee contributions on a bi-weekly schedule.
4. The City currently has a 60-day waiting period for all benefits with coverage effective on the first day of the month following 60 days.
5. There are currently no employees on COBRA or State Continuation. The proposed effective date for all benefits is October 1, 2018. Enrollment dates are TBD for medical benefits, please illustrate a broad array of deductible and co-pay options in addition to current plan design. The City may elect a dual or triple option approach to providing medical benefit options, including an HDHP option with HSA services. The City recognizes that proposers most likely not be able to match the current medical plan and should offer options as similar as possible in terms of benefit structure.
6. The City currently has an Employee Assistance Program (EAP) with ESI Employee Assistance Group in place but they are interested in proposals and qualifications from qualified EAP providers using a three (3) and six (6) visit model. Please provide information that would be beneficial for the City to review.
7. AFLAC currently provides the Section 125 pre-tax administration at no charge.
8. For all other products, please provide duplicate or similar benefit plan designs for consideration.
9. Proposers quoting Group Term Life Insurance should offer an open enrollment for voluntary life insurance with Guarantee Issue provisions on a no loss, no gain basis.
10. Only one proposal per carrier will be considered.

11. ***All proposals should be quoted net of commissions.*** If commissions *must* be included, disclose the amount of the commission and to whom they are payable.