

**Request for Proposals
RFP #18-01**

Group Dental Insurance Plan



Proposals will be accepted until
2:00 P.M. August 29, 2017

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NOTICE TO VENDORS

Notice is hereby given that the Monroe City School District (MCSD) will receive sealed proposals for:

Group Dental Insurance Plan

Proposals will be received in the District's Purchasing Office, 2006 Tower Drive, Monroe, La 71201, until 2:00 p.m. Central Standard Time, on Tuesday, August 29, 2017, at which time said proposals will be publicly opened to begin the evaluation process. No facsimile proposals will be accepted.

Each proposal must conform and be responsive to the conditions and specifications. The District reserves the right to reject any and all proposals, to waive any irregularities or informalities in any proposals; to be the sole judge of the merit and qualifications of services offered and to accept proposals it deems to be in the best interest of the District. No late proposals will be accepted. Any proposals received after the deadline will be returned to the vendor unopened.

A full copy of the request for proposal may be obtained by contacting the Purchasing Office at (318) 325-0601 between the hours of 8:00 a.m. and 4:00 p.m. Monday thru Friday or you may obtain an electronic copy via our website at www.mcschools.net/purchasing or through www.bidexpress.com.

Proposals MUST be submitted to: Mr. James Kelley, Purchasing Manager Monroe City Schools 2006 Tower Drive Monroe, LA 71201 Telephone (318)325-0601 x3034 Email: james.kelley@mcschools.net	Questions MUST be submitted via email to: Mr. Fred Atkins Monroe City Schools 2006 Tower Drive Monroe, LA 71021 Email: fred.atkins@mcschools.net Required Heading: RFP #18-01 Group Dental Insurance Plan Questions
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July 27, August 3, and 10, 2017

INSTRUCTIONS AND GENERAL CONDITIONS

PREPARATION OF PROPOSALS

The District invites proposals to be submitted at such time and place as is stated in the Notice to Vendors. All proposals must be submitted in sealed containers bearing on the outside - *RFP# 18-01 Group Dental Insurance, name of vendor and complete address of vendor.*

Those submitting Proposals do so entirely at their own expense. There is no expressed or implied obligation by MCSD to reimburse any firm or individual for any costs incurred in preparing or submitting proposals; preparing or submitting additional information requested by the MCSD, or for participating in any selection interviews.

DELIVERY OF PROPOSAL

All proposals must be signed, sealed, and then hand delivered or mailed, "Registered/Certified", Federal Express, or UPS only, to:

Mr. James Kelley, Purchasing Manager
Monroe City Schools Board
2006 Tower Drive
Monroe, LA 71201

A receipt must be given when proposals are submitted. **NO PROPOSAL ARRIVING AFTER THE CLOSING DATE AND TIME SHALL BE ACCEPTED!** It is the vendor's sole responsibility to ensure proper delivery.

INQUIRIES

Request for information regarding this RFP, including the procedures, regulations, and/or technical requirements set forth herein, shall be directed only to the Task Team Leader. All questions must be in writing via electronic mail (email) and the message must have a subject that contains at a minimum the words "RFP # 18-01 Group Dental Insurance Questions" to the following address: fred.atkins@mcschools.net. **NO INQUIRIES RECEIVED WITHIN TEN DAYS OF THE DATE SET** for the opening of the proposals will be given any consideration.

All questions must be received by the deadline established in the critical date's section via email. All questions and answers will be shared with all Vendors who have responded to date by posting them on the district website at <http://www.mcschools.net/purchasing>. Any clarification of the RFP documents will be made by an addendum to this RFP and notification will occur via the district website. It is the responsibility of all vendors to monitor the district

website for all RFP related documents. The MCSD will issue an addendum in response to clarifications, for any other reasons considered advisable, or in their best interest. Any addendum issued becomes a part of the RFP. Attempts by any qualified Vendor to contact the MCSD in any fashion other than the single point of contact as noted above may be viewed as an infringement on the impartiality of the procurement process and may result in the Vendor being disqualified from this procurement.

SIGNATURE

The proposal must be signed in the name of the vendor and must bear the signature in longhand of the person or persons duly authorized to sign the proposal. Individuals signing the proposal must have the authority to bind the vendor to the terms and conditions of the RFP.

ERASURES

The proposal submitted must not contain any erasures or other corrections unless each correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or persons signing the proposal.

CHANGE TO OR WITHDRAWAL OF PROPOSALS

CHANGE TO OR WITHDRAWAL OF PRIOR TO PROPOSAL OPENING. Should any vendor desire to change or withdraw a proposal prior to the scheduled opening, the vendor may do so by making such request in writing to the Purchasing Office. This communication shall be received prior to the date and hour of the proposal opening.

CHANGE AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD. After proposals are opened, they may not be changed except to correct patently obvious mathematical errors or clerical mistakes. Verification of the correct proposal actually intended shall be submitted by the vendor to the Purchasing Office prior to the final award by the Board.

WITHDRAWAL AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD. After proposals are opened, a vendor may request that his proposal be withdrawn for good cause. Such request must be submitted in writing to the Purchasing Office prior to the final award by the Board. If the Purchasing Office agrees that the request is valid, the proposal may be withdrawn. It shall be understood that no proposal can be withdrawn after Board approval without consideration of penalties.

EVALUATION OF PROPOSALS CRITERIA

Proposals will be evaluated by a committee. The committee will grade and rank all proposals for suitability of prospective contractors. In order to qualify as responsible and responsive, a proposer must meet the criteria as they relate to this Request for Proposal.

The evaluation criteria are the following:

Evaluation Criteria

1. Qualifications and Experience of Firm, 20 points
2. Implementation/Orientation/Start Up Procedures, 30 points
3. Stability, 25 points
4. Cost, 25 points

AWARD OF CONTRACT

The MCSD reserves the right to reject any or all proposals, or any part thereof, or to waive any irregularities; technicalities, or informalities in any Proposal or in the RFP procedures.

The MCSD expressly states and reserves the right to award a contract to other than the low cost proposal. The award will be made to the firm which in the opinion of the MCSD can best perform the services requested, in the best interest of the MCSD.

The MCSD is not obligated to enter into any contract on the basis of any submittal in response to this RFP, regardless of the ranking or scoring of the submittals.

Notice is also given of the possibility that an award may be made without discussion or oral interview. It is, therefore, emphasized that all proposals should be submitted initially on the most favorable terms that the proposer can submit.

All proposals received become the property of the Monroe City School District and will not be returned. Price negotiations will be conducted with the top qualified proposer at the conclusion of the evaluation process and discussions. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully, the School District may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

CONTRACT AWARD

CONTRACT AWARD DOCUMENT: MCSD will award a contract referencing all terms, conditions and related documents corresponding to this solicitation.

Vendor must enroll at least 25 (twenty-five) employees over a two year period to maintain a payroll slot.

EXCLUSION/REJECTION OF BIDS

The School District, after the opening of bids, shall require each bidder or bidding entity to attest or submit an attestation that the sole proprietor, partner, incorporator, director, manager, officer, or other like individual who owns at least ten percent (10%) of the bidding entity, has not been convicted of, or has not entered a plea of guilty or nolo contendere (no contest) to any of the crimes or equivalent federal crimes listed in La. Rev. Stat. Ann. 38:2227.

In awarding bids or contracts, the School District shall be authorized to reject the lowest bid from a business in which any individual with ownership interest of five percent (5%) or more has been convicted of, plead guilty or nolo contendere to any a state felony crime or equivalent federal crime committed in the solicitation or execution of a contract or bid under the state laws governing public contracts; professional, personal, consulting, and social services procurement; or the Louisiana Procurement Code.

Any contract between the School District and a person or entity entered into as a result of fraud, bribery, corruption, or other criminal acts, for which a final conviction has been obtained, shall be null and void.

Any person whose conviction causes the nullity of a contract shall be responsible for payment of all costs, attorney fees, and damages incurred in the rebidding of the contract.

EXCEPTIONS

Any exceptions to terms, conditions, or other requirements in any part of this RFP must be clearly pointed out in the proposer's proposal. Otherwise, the MCSD will consider that all items offered are in strict compliance with the RFP, and the successful proposer will be responsible for compliance.

CONFIDENTIALITY

Proposals submitted in response to this RFP may contain trade secrets and/or privileged or confidential commercial or financial information which the Proposer does not want used or disclosed for any purpose other than evaluation of the proposal. The use and disclosure of such data may be restricted, provided the Proposer marks the cover sheet of the proposal with the following legend, specifying the pages of the proposal which are to be restricted in accordance with the conditions of the legend:

“The data contained in Pages _____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the MCSB shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the MCSB’s right to use or disclose data obtained from any source, including the Proposer, without restrictions.”

It should be noted, however, that data bearing the aforementioned legend shall be subject to release under the provision of the Louisiana Public Records Law, L.R.S. 44:1 et. Seq. The MCSB assumes no liability for disclosure or use of unmarked data and may use or disclose such data for any purpose

COMPETITION INTENDED

It is the Districts' intent that this Request for Proposal (RFP) permits competition. It shall be the proposer's responsibility to advise the Purchasing Manager in writing if any language, requirement, specification, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Purchasing Manager not later than fifteen (15) days prior to the date set for acceptance of proposals.

OFFICIAL AWARD DATE

Awards become official at the time proposals are accepted by the Board during their regular session.

FILING OF OBJECTION

Any objection to an award by the Board must be filed in writing and must be received by the Purchasing Department no later than 9:00 A.M. CST on the first Monday following the official award.

INSURANCE REQUIREMENTS

Prior to the commencement of any work under this Contract, the Contractor shall provide the Monroe City School District's Manager of Purchasing with a copy of a current Certificate of Insurance insuring the Proposer/Contractor, its agents, and employees against claims arising from the work being performed in conjunction with this contract.

Further, all such insurance shall name the Monroe City School District as additional named insured. In the event the Proposer/Contractor has a blanket policy to cover more than the scope of this contract, Proposer/Contractor must then furnish Owner an endorsement to this blanket policy which specifies that the Monroe City School District shall be an Additional Named Insured for the work to be performed under this contract.

HOLD HARMLESS CLAUSE

If selected and prior to any work being done, the Proposer/Contractor shall indemnify and hold harmless the Monroe City School District, its employees and agents against any and all claims, damages, losses, and expenses, including but not limited to attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom and (2) is caused in whole or in part by any negligent act or omission of the Contractor, and Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation on indemnity which would otherwise exist as to any party or person described in this paragraph. In any and all claims against the Monroe City School District or any of its agents or employees by an employee of the Proposer/Contractor, any Subcontractor, anyone directly or indirectly employed by any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by a limitation of the amount or type or damages, compensation or benefits payable under worker's or workman's compensation acts, disability benefits acts, or other employee benefits acts.

CONTRACT PERIOD

The contract shall begin immediately after Board approval and contracts signed and continue till completion per the timeline agreed upon between the successful proposer and MCSD.

TERMINATION OF CONTRACT

The contract executed by and between the School District and the bidder to whom the contract is awarded shall contain provisions that afford the right to either party to terminate the contract with or without cause. The contract must provide that when an election is made by either party to terminate the contract without cause, written notice of termination must be furnished by the terminating party to the other not less than sixty (60) days in advance of the effective date of the termination. In addition, the contract must provide that in those instances where termination is for cause and the cause is based on a breach of the contract, then the breaching party will be afforded opportunity within a reasonable period of time (not more than 15 days, unless more time is mutually agreed upon by and between the parties) to correct or remedy the breach, provided that the delay will not cause irreparable harm, injury or unreasonable inconvenience to the non-breaching party.

RESERVATIONS BY BOARD

This RFP does not commit the School District to award a contract or to pay any costs incurred for any services. The School District, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of the RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety. All proposals will become the property of the School District. If any proprietary information is contained in the proposal, it should be clearly identified.

CRITICAL DATES

Release of RFP	July 27, 2017
Final Date to Email Questions to MCSD (By 4:00 p.m. CST)	August 11, 2017
Questions/Answers Posted on Web Site (By 4:00 p.m. CST)	August 18, 2017
Response Due (2:00 p.m. CST)	August 29, 2017
Evaluation Period	September, 2017
Anticipated Board Approval/Award Date	September / October 2017

OVERVIEW OF PROJECT

A. Purpose

Monroe City School District is soliciting proposals from qualified vendors for Group Dental Insurance for the district employees. We are seeking a vendor to provide an equitable, affordable program of insurance for long term care services that proactively addresses the ever-changing and varied needs of its employees. Premiums paid fully by the employee.

B. Background

The Monroe City School District is charged with the provision of public education services in grades K-12 in the City of Monroe, State of Louisiana. The City is located in the northern part of the state. The facilities are spread across 31.6 square miles within the City of Monroe with a population of approximately 50,000. Monroe City Schools serves a population of more than 8,200 students, manages a portfolio of over 19 buildings consisting of 6 secondary buildings, 12 elementary schools, one alternative school, and other administrative support buildings. The School District presently employs over 1,400. There is one payroll source and payroll deduction is processed once per month.

Vendor Qualifications

The proposer should be experienced as a provider of group dental insurance. To be eligible to respond to this RFP, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the RFP, for institutions similar in size and complexity to MCSD.

Provide a statement, in the form of an Executive Summary, of Company qualifications including:

- (1) The Proposer must have at least one local government, state government or K-12 public school district reference AND not less than three private sector references in which you have been a provider of group dental insurance for at least 200 participants or more.
- (2) The Proposer must provide the name of the clients, duration, and contacts with the listed clients that are able to verify this information.
- (3) The Proposer must have a strong financial rating.
- (4) The Proposer must be established and have a minimum of 5 (five) years working with school district.

SCOPE OF SERVICES

1. Provide the level of benefits for your dental plan and what services are included in each tier. i.e. (Preventive, Basic, Major, Orthodontic (Adult and/or Children))
2. Provide any special or unique services you may offer.
3. Describe the dental benefits available to retirees at the time of retirement?
4. Describe the tiers of coverage for family members i.e. Employee only, Employee + one, etc.
5. Describe your administrative process for the initial enrollment as well as the annual enrollment period.
6. Describe your plan of action for educating our employees about your plan.
7. Provide examples of education material used to educate the employees.
8. Demonstrate your ability to provide sales/services to all MCS employees at all 19 schools and 9 work locations during a two week period.
9. Provide a website or provider directory in an electronic PDF format for our review showing the in-network providers within a 30 mile radius of this area. Explain how often this list of providers is updated.
10. Provide dental billing, reconciliation, and premium payment procedures.
11. Describe your process for transferring our current dental files for both our active and retirees.
12. Provide direct billing and premium remittal services for retirees, retiree's dependents and over aged dependents (COBRA).
13. Describe the types and frequency of reports that you will provide to the District.
14. Describe the reconciliation process for your current school districts.
15. Please name who will be the Agent of Record for the District regarding Customer Service inquiries i.e. Billing, Enrollment, Agents, etc.
16. Describe portability of the plan for terminated employees and retirees.
17. Describe online enrollment and claims records for employees and our benefits person.
18. Describe your billing process and how are billing issues resolved

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

To enable the district to conduct a uniform review process of all response to this Solicitation, components of the proposal shall be submitted as set forth below. The district reserves the right to reject submittals that do not follow the requested format. One original (duly marked), seven copies (hard copy) plus one disk (or jump drive) copy of your proposal are required.

A. Cover Sheet

Sign and submit the completed Bidder Qualification Form at the back of this Request for Proposal.

B. Management Summary

Title page and table of contents; include a management summary which provides a statement of the vendor's understanding of the services required by the District and an overview of how the vendor would provide these services to the District. Vendors should emphasize why their proposal is best suited to meet the needs of Monroe City School District. This summary must be signed by an official authorized to make representations on behalf of the vendor.

C. Vendor Profile

Provide a Vendor Profile, to include:

1. An overview of the company address, telephone, and fax numbers; whether company is local, regional, or national firm; areas of specialization.
2. The length of time the vendor has been in business under the present name and structure, any other names under which the vendor has done business, dates it operated under each name, and the locations at which it operated under each name.
3. An outline of the vendor's background and overall qualifications.
4. Identify the firm's professional staff members who will be specifically assigned to this contract, the experience each possesses, and the location of the office from which they work. Provide a detailed biography and/or resume outlining the experience and credentials of all such staff members.
5. A minimum of four client references as stated in vendor's qualifications, including complete addresses and telephone numbers of each as well as the name, title, and telephone number of a contact person. Describe the contract (the scope and length) for each reference.

D. Proposal Plan

1. Describe your firm's understanding of the scope of this project and how your firm would accomplish the tasks detailed in the Scope of Work.
2. Specify the information you will require from the Monroe City School District and Staff to enable you to provide this service.

E. Fee Structure

1. Vendor must provide a price breakdown for each service separately as well as totals for services provided together, if prices differ. All prices shall be in the prices breakdown, even if not directly billed to the School District, i.e. billed to the employee or vendor.
2. Vendor shall provide pricing for all costs associated with their services, i.e. travel, subsistence, clerical support, etc.

**BIDDER QUALIFICATION
(FORM OF BUSINESS ORGANIZATION)**

The form of business organization under which this bid is submitted is as follows

A CORPORATION incorporated under the laws of the State of _____ and (is) (is not) authorized to do business in the State of Louisiana.

A PARTNERSHIP. Names of Partners: _____.

AN INDIVIDUAL trading and doing business under a name and style other than his own. The Owner=s Name is: _____

I/WE HAVE CHECKED THIS BID FOR MATHEMATICAL AND TYPOGRAPHICAL ERRORS, and the undersigned agrees.

(Please Type or Print Below)

LEGAL NAME OF BIDDER _____

CONTRACTOR LICENSE NUMBER _____

CONTRACTOR TAX IDENTIFICATION NUMBER _____

MAILING ADDRESS _____

CITY, STATE, ZIP CODE _____

TELEPHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

BY (SIGNATURE) _____

NAME (TYPED/PRINTED) _____

TITLE OR SIGNER _____

DATE BID SIGNED _____

ACKNOWLEDGMENT OF ANY ADDENDA RECEIVED:

ADDENDUM NO. _____ DATE: _____

ADDENDUM NO. _____ DATE: _____