

**LACKAWANNA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR PROPOSALS**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed proposals will be received by the County of Lackawanna (the "County") Board of Commissioners ("Board of Commissioners") at its offices at 200 Adams Avenue, 6th floor, Scranton, Pennsylvania 18503, on December 9, 2009 at 1:00 P.M., prevailing time for professional Health and Benefits Consulting Services.

- A. **PURPOSE:** The purpose of this Request for Proposals is to solicit proposals from qualified firms and/or individuals to provide professional services for the County. A qualified firm and/or individual will be selected through a fair and open process at the sole discretion of the County.
- B. **PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:**
1. One (1) copy of the submission, inclusive of all information required at Section D hereof, should be provided. Proposals must be submitted to the Board of Commissioners, c/o Maria Elkins, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503. Submissions must be submitted in a sealed envelope with the name of the firm or individual submitting the qualifications clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submission by fax, telephone, or email is not permitted. The final selection shall be made in the sole discretion of the Board of Commissioners.
 2. All questions regarding this Request for Proposals should be made in writing to the Board of Commissioners, c/o Maria Elkins, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503.
- C. **CRITERIA FOR EVALUATION OF QUALIFICATIONS:** The Board of Commissioners will independently evaluate each submission and selection will be made upon the following criteria:
1. Experience and reputation in the field;
 2. Knowledge of the subject matter of the services to be provided to the County;
 3. Knowledge of the County, its affairs and operations;
 4. Ability to meet timelines and schedules for completion as set forth by the County;
 5. Availability to accommodate any required meetings of the County;

6. Compliance with the minimum qualifications established by the County for the position;
 7. Other factors determined to be in best interest of the County.
- D. PROPOSAL REQUIREMENTS: The Board of Commissioners is requesting proposals for professional Health and Benefits Consulting Services, which will include:
1. Conduct market analysis for rates, fees and coverage for current insurance plans and make recommendations and set action plans for upcoming renewals. Review the risk and market trends that will impact these plans.
 2. Work as our liaison with any/all new applications of coverage, implementation and communication.
 3. Construct, calculate and recommend employee contribution rates, provide equivalent monthly premiums and monthly COBRA rate calculations for medical, RX, Dental and Vision for upcoming year as well as by September 30 of each year following.
 4. Negotiate renewal options with current carriers with consideration of other suitable providers for renewal year; specifically going to market for RX benefit coverage renewal for 2011.
 5. Review monthly claims summary analysis (including complete review of all self-funded coverage).
 6. Quarterly meetings on performance of plans.
 7. Market Stop Loss Coverage.
 8. Provide Legislative and Compliance updates on a timely basis that impact or change the implementation of County benefits.
 9. Support County with addressing client questions/issues.
 10. Maintain confidentiality of records, data and other County information.
 11. Provide proposal for ongoing consulting services and ongoing benefits plan management for one and three year periods.