

LACKAWANNA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR QUALIFICATIONS
HEALTH AND BENEFITS CONSULTANT SERVICES

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, emailed submissions will be received by the County of Lackawanna (the "County") Board of Commissioners ("Board of Commissioners") at its offices at 123 Wyoming Ave, 6th floor, Scranton, Pennsylvania 18503, on Friday June 5, 2020 by 4:30 P.M., for professional Health and Benefits Consultant Services.

A. **PURPOSE:** The purpose of this Request for Qualifications is to solicit interest from qualified firms and/or individuals to provide professional services for the County. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the County.

B. **PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:**

1. Emailed submissions only, inclusive of all information required by Section D and E hereof, should be provided. Qualifications must be submitted to the Board of Commissioners, c/o Chief of Staff Brian Jeffers and Traci Harte via JeffersB@lackawannacounty.org and HarteT@lackawannacounty.org. The County assumes no responsibility for delays in any form of delivery service causing the submission to be received after the above-referenced due date and time. Submission by fax, telephone, hand delivery or mail 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 Qualifications should be made in writing to the Board of Commissioners, c/o Traci Harte, HarteT@lackawannacounty.org

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. Availability to accommodate any requests for attendance at meetings of the County;
5. Other factors determined to be in best interest of the County.

D. **QUALIFICATION REQUIREMENTS:** The Board of Commissioners is requesting qualifications for Human Resources Contractor, which should include:

1. Scope of Services;
2. Resume(s);
3. Facilities - Office Locations;



4. Conflict of Interest.

E. The following explains what the Board of Commissioners expects in each of the major sections:

1. Scope of Services -

a. Conduct market analysis for rates, fees and coverage for current insurance plans. Make recommendations and set action plans for upcoming renewals. Review the risk and market trends that will impact these plans.

b. Work as a liaison with new suppliers of coverage by developing communication and implementation plans.

c. Calculate and recommend employee contribution rates, provide equivalent monthly premiums and monthly COBRA rate calculations for Medical, RX, Dental and Vision for the upcoming year, by September 30th.

d. Negotiate renewal options with current carriers.

e. Review monthly claims summary analysis (including complete review of all self-funded coverage).

f. Provide Open Enrollment support.

g. Quarterly meetings on performance of plans.

h. Market Stop Loss coverage.

i. Provide Legislative and Compliance updates on a timely basis

j. Provide HIPAA and Confidentiality compliance updates on a timely basis.

k. Provide support in addressing client questions/issues.

l. Assistance in establishing an Employee Assistance Program (EAP) within one year.

m. Assistance with the 1095C reporting and distribution process.

n. Assistance and reporting of all data entry errors post-enrollment at the benefit consultant level.

o. Assist with collective bargaining negotiations as needed and conduct/present/coordinate all potential plan design changes to all necessary stakeholders.

2. Resume - All resumes submitted to the County shall include the following:

a. Name and address of your firm and the corporate officer authorized to execute agreements;



b. A brief description of your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the Commonwealth of Pennsylvania;

c. The names, experience, qualifications, and applicable licenses held by the individuals primarily responsible for servicing the County and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the County. Please include any prior work performed for the County by any of the individuals;

d. A listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person;

e. A statement of your firm's insurance coverage. Firms must provide an insurance certificate specific to the County in responding to this RFQ;

f. A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations.

g. A statement of an innovative strategic solution(s) you have implemented for clients similar to the County that highlights your expertise.

h. A mission statement regarding customer/client satisfaction.

3. Facilities - Office Locations

a. For your firm's facilities which will service this project: i. The location; ii. Firm Personnel assigned to this location; and iii. Activities of the firm performed at this location.

b. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should clearly indicate there is only one location.

F. **COMMUNICATION WITH COUNTY OFFICIALS:** All communications during this process should be directed to the Office of the Lackawanna County Chief of Staff. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be **EXCLUDED** from consideration.

G. **RESERVATION OF RIGHTS:** The Board of Commissioners reserves the right to reject any and all submissions, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

H. **SELECTED CANDIDATE:** Please be advised that the selected candidate will not be entitled to collect/receive commissions from any/all healthcare vendors who work in relationship with Lackawanna County.

