



REQUEST FOR PROPOSALS

EMPLOYEE HEALTH BENEFITS

PROPOSALS DUE:

March 15th, 2023 at 5:00 pm

NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the Millbrae Elementary School District will receive up to, but no later than, **5:00 pm, March 15th, 2023**, proposals for **Employee Health Benefits**.

Proposals shall be received electronically by Claremont Partners, Inc.

Contact information for questions and proposals:

Devon Devine (ddevine@claremontpartners.net)

Brittany King (bking@claremontpartners.net)

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SECTION I – GENERAL INFORMATION

STATEMENT OF INTENT

The Millbrae Elementary School District (MESD, or District) seeks by way of this RFP to obtain proposals from qualified Group Purchasing Organizations to provide Employee Health Benefits services. Proposers must be able to show that they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type and local availability of the proposer's personnel and resources. Cost savings while maintaining or improving the benefit design and networks is a primary objective.

BACKGROUND

The Millbrae Elementary School District is based in Millbrae, California.

The District currently offers medical coverage to its active employees through CalPERS. This is the group for which a new insurance options are sought. In the event that the District elects to switch to a new Group Purchasing Organization, these active employees will be migrated from CalPERS effective 1/1/24.

Vision and dental coverage are not provided through the San Mateo County Schools Insurance Group and are not a part of this procurement.

Total medical enrollment : 98 employees, 1 board member, 82 retirees

SECTION II – RFP PROCEDURE

A. SCHEDULE OF EVENTS

EVENT		DATE
1	RFP Released	2/1/23
2	Responses Due	3/15/23

B. SUBMISSION OF PROPOSALS

Proposers are to submit a proposal via email to: Devon Devine (ddevine@claremontpartners.net) and Brittany King (bking@claremontpartners.net).

Proposals received late will not be given any consideration.

There will be no public opening of proposals. All proposals shall be firm offers, although the District reserves the right to negotiate terms upon evaluation of the proposals. Proposals will be considered valid offers for a period of one hundred twenty (120) days following the close of the RFP.

C. PROPOSAL EVALUATION

All proposals received will be evaluated by an RFP Evaluation Committee composed of District staff and Claremont Partners. During the evaluation process, the District may require a Proposer's representative to answer specific questions orally and/or in writing. All proposals received by the specified deadline will be reviewed by the Evaluation Committee for content, proposed service costs, and capabilities of the Vendor. Once a finalist or group of finalists is selected, additional interactions or information may be required. The evaluation is not restricted to considerations of any single factor such as cost.

The criteria used as a guideline in the evaluation will include, but not be limited to, the following:

- Vendor qualifications and experience, including capability and experience of key personnel and experience with other public or private agencies to provide these services
- A complete and concise response to the RFP that complies with the RFP requirements
- Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services
- Evidence of demonstrated competence and experience in the area proposed with other public agencies in California
- Cost, both initial and ongoing, to the District for the services described by this RFP
- References

The successful bidder will demonstrate:

- Variety of plan design and network choices
- Ability to support an HSA option
- Ability to manage the impacts of prescription drug benefit formularies associated with the plan offerings

The District reserves the right to complete the selection process without proceeding to an interview process and make a selection based solely on the information provided in the Proposal.

By responding to this RFP, Proposer acknowledges that this agreement is for the performance of a service and shall be determined upon finding the best match for the purposes of the District and that “lowest responsible bidder” requirements do not apply.

D. ADDENDA

Any addenda issued prior to the RFP due date shall form a part of the specifications for this RFP.

E. COST OF PREPARATION

All costs for preparation of proposals shall be borne by the Proposer.

F. WITHDRAWAL OF PROPOSALS

Any Proposer may withdraw their proposal by email request, confirmed prior to the deadline for receipt of proposals.

G. CONTACT WITH DISTRICT EMPLOYEES

As of the issuance date of this RFP and continuing until the final date for submission of proposals, all proposers are specifically directed not to hold meetings, conferences, or technical discussions with any District employee for purposes of responding to this RFP except as otherwise permitted by this RFP. Any proposer found to be acting in any way contrary to this directive may be disqualified from entering into any contract that may result from this RFP.

H. AWARD OF CONTRACT

The District reserves the right to reject any or all proposals, or to waive any irregularities or informalities in any proposals. The potential award of a contract will be to the Proposer that best meets the needs of the District and can provide a comprehensive commission plan, in the best interest of the District.

I. CONFIDENTIALITY OF PROPOSALS

Responses to this RFP becomes the exclusive property of the District upon receipt. All proposals received in response to this RFP become a matter of public record and shall be regarded as public records. A Proposer may designate elements in its proposal which are defined as business or trade secrets and plainly marked as “Confidential”, “Trade Secret”, or “Proprietary.”

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the District may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked “Confidential,” “Trade Secret,” or “Proprietary,” the District will provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

J. MISCELLANEOUS

This RFP is not a commitment or contract of any kind. The District reserves the right to pursue any and/or all ideas generated by this RFP. The District reserves the right to reject any and all proposals and/or terminate the RFP process if deemed in the best interest of the District. Further, while every effort has been made to ensure the information presented in this RFP is accurate and thorough, the District assumes no liability for any unintentional errors or omissions in this document. The District reserves the right to waive or modify any requirements of this RFP when it determines that doing so is in the best interest of the District. Finally, the District may revise or clarify aspects of the required services after proposals are submitted by communicating directly to some or all of the providers that submitted proposals.

SECTION III – SCOPE OF WORK

The District seeks to understand, evaluate, and decide upon joining a group purchasing organization for an effective date of 1/1/24.

Technical Questions for Respondents

1. For both the HMO and the PPO, please provide rates and a summary of benefits and coverage of i) a closely matching plan, and ii) also a plan that is your lowest cost plan, HSA-qualified if available.
2. What is your plan year? How would you accommodate a plan year starting 1/1? Please also address the periods for open enrollment and accumulation of deductibles and out of pocket maximums.
3. Please describe any formularies that apply to each of the plan options. For each, how many exclusions and step therapies are in place? Also, how many exclusions / step therapies apply to medications for mental health?
4. What restrictions, if any, would your organization impose on the ability of employees to opt out of medical coverage?
5. Is dual coverage available if two spouses or domestic partners cover each other as dependents? Please describe how this would impact the member's out of pocket costs.
6. Please describe any pending litigation to which your organization is a party.
7. How would the District participate in the governing board for your organization?
8. Please provide a copy of a participation agreement or contract that the District would be required to sign. Please ensure that termination / exit provisions are clearly identified.
9. What assistance do you provide to the District to assist in the management of initial enrollment, open enrollment and the decision-making process for the participant?
10. How is eligibility maintained and updated? What is the accepted/preferred media for submitting eligibility? What is the frequency?
11. Please tell us what is unique about your organization.
12. List two client references (preferably public entity clients) for Districts similar in size to this District. Please provide the client name, contact name, telephone number, and employee enrollment.

SECTION V – DATA AND AUTHORIZATIONS

1. The District covers the full cost of health benefits for full time employees.

CalPERS rates are publicly available here: <https://www.calpers.ca.gov/docs/health-rates-region-1-2023.pdf>.

CalPERS plan descriptions are available here: <https://www.calpers.ca.gov/docs/forms-publications/2023-health-benefit-summary.pdf>.

2. CalPERS plan elections by employee and retiree are available here: <https://app.box.com/s/ghjl1mlm7zfkvn7f6ppspxivspc0kwme>
3. Please notify Claremont Partners of your intent to bid and we will provide a Letter of Authorization from Millbrae Elementary School District for you to obtain a quote from Kaiser.

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