PENDLETON COUNTY FISCAL COURT
SPECIAL CALLED MEETING
NOVEMBER 14, 2013
COURT MET PURSANT TO ADJOURNMENT
WITH
HONORABLE HENRY BERTRAM, JUDGE/EXECUTIVE
PRESIDING

Members Present: Alan Whaley, Gary Veirs, Bob Fogle and David Fields

Members Absent: None

County Attorney: Absent

Invocation was given by Squire Whaley, with the Pledge of Allegiance being led by Judge Bertram.

In Re: Approval of Agenda

Judge Bertram presented the agenda for this meeting, whereby Squire Veirs made a motion seconded by Squire Fogle that the agenda by approved as presented, motion carried.

In Re: Review RFP's and Possible Award of Health Care Insurance Provider

Three RFP's were received, Sherrill Morgan, CAI Insurance and Sharp Benefits each provided information in the form ask for. The RFP's were reviewed and scored according to the guidelines provided to each company. After scoring and discussion a motion was made by Squire Whaley and seconded by Squire Veirs to award a contract to Sherrill Morgan as the Agent of record and consultant for Pendleton County Fiscal Court as it relates to healthcare, motion carried.

Request for Proposal

Pendleton County Fiscal Court is requesting written proposals from qualified consulting firms and/or agents for employee benefits and health care reform consulting and to assist the County in evaluating its benefit programs for employees. The County currently provides medical, vision, life and AD&D insurance. Approximately 48 employees are receiving benefits under the county's current plan. RFP guidelines can be found on the county's website at: <pendletoncounty.ky.gov> or picked up at the County Judge's office at 233 Main St., Falmouth, Kentucky 41040. Such proposals will be accepted in the County Judge's office at 233 Main St., Falmouth, Kentucky 41040 until no later than 4:00 PM on November 13, 2013. Firms wishing to be considered should send six (6) copies of a statement of qualifications not exceeding 15 pages. Minority firms are encouraged to submit.

The county reserves the right to reject any and all responses, to waive any technicalities and to negotiate with respondent who most nearly meets the project requirements. The county is not responsible or liable for any costs incurred by consultants replying to this request.

Publish on November 5 and November 12

PENDLETON COUNTY FISCAL COURT

REQUEST FOR PROPOSAL GUIDELINES

Employee Benefits Consultant/Agent

1. Overview

Pendleton County Fiscal Court is requesting written proposals from qualified consulting firms and/or agents for employee benefits and health care reform consulting and to assist the County in evaluating its benefit programs for employees. The County currently offers medical, vision, life and AD&D insurance.

Approximately 48 employees are receiving benefits under the County's current plan.

2. Purpose and Evaluation Method

The County feels it is prudent to request proposals at this time to ensure that they are in compliance with the Patient Protection and Affordable Care Act (PPACA) and receiving the best price and service for its employees, as well as to maintain control and reduce the cost of its employee benefits programs. The respondents' ability to demonstrate experience in managing employee benefits costs as well as health care reform requirements will be considered. Experience with government or other public sectors is required. Respondents should respond to all questions in this Request for Proposal.

Some of the consultant requirements will be evaluated on a point system. The points allotted to each requirement are listed throughout this document. There are **100** total points to be acquired. **Partial points may be awarded** based upon the strengths and abilities of the consultant to provide some portion of the required qualifications. Other qualifications will be evaluated on a subjective basis.

The County will accept replies from respondents until **4:00 p.m. (local time) November 13, 2013**. Responses received after that date will not be considered. The County anticipates implementation of the consulting contract immediately upon evaluation and selection. This contract is to be effective for a one-year period, although a multi-year contract will be considered.

3. General Requirements *(Evaluated on the point system described above)*

3.1 Organization (Point Value: 10 Points; 5 Points for overall qualifications of staff; 5 Points for having at least one Licensed Consultant in the Commonwealth of Kentucky on staff)

Provide details of company organization and support staff, including information regarding the selection, training, and certification of staff. Provide biographies of proposed key personnel. Indicate which staff members, if any, are Licensed Consultants in the Commonwealth of Kentucky.

3.2 Experience with Public Sector Employers (Point Value: 20 Points)

Describe knowledge and experience of consultant in the field specifically as it relates to government or other public sectors. Provide specific examples of cost savings achieved with clients.

3.3 Cost Containment Strategies (Point Value: 20 Points)

Describe the cost containment strategies you would evaluate to assist the County in maintaining a level of employee benefits that enables it to attract and retain a strong workforce.

3.4 References (Point Value: 10 Points)

Provide four references including the name and title of an individual the County may contact. Government or other public sector references will receive significant regard. Please include a description of the services you provide to each reference.

3.5 Experience with Fully Insured Health Plans (Point Value: 10 Points)

Describe your experience in managing fully-funded health plans. Describe your ability to market fully insured plans and with whom you have directly placed business. Provide a description of your relationships with fully insured carriers.

3.6 Compliance Issues (Point Value: 30 Points: 10 Points for access to an on-staff attorney; 10 Points for access to an on-staff CPA; 10 Points for overall ability to assist the County with compliance issues.)

Describe your ability to assist the County with compliance issues at both the federal and state level. Describe on-staff experience in providing health care reform programs and ability to assist in maintaining health care reform compliance. Provide a description and examples of the measures you take to keep your clients informed of requirements in these areas.

3.7 Professional Fees

The County desires to engage the selected Insurance Brokerage Firm on a commission basis as paid by the selected insurance company.

4. Specifications

4.1 Criteria

All proposals will be submitted in writing and will specifically address all of the requirements that are listed above. Criteria that will be used to determine award of the contract will include but will not be limited to the following:

a. The total number of points awarded under Section 3, above.
b. The qualifications and experience of the consultant and support staff.
c. The scope and degree of services provided.
d. Thoroughness of the response to the RFP

4.2 Consequence for Unsatisfied Requirements

Failure to meet specifications as outlined or failure to provide any of the information asked for or addressed in this request in a manner which will permit thorough assessment of a consultant may be grounds to reject any proposal.

4.3 Contract Explaination, Term and Effective Date

The consultant contract for the County will cover a one-year period and will commence immediately upon selection and will end on November 30, 2014. The contract may be renewed for like terms on the anniversary date upon written notice by the County. The contract can be terminated by the County with at least thirty (30) days' prior written notice of termination. It is anticipated that the contract will be renewed for consecutive years. Multi-year contracts will be considered if offered. A written contract engaging both parties (county and consultant/agent) and spelling out the RFP guidelines will use to explain each parties responsibilities. The contract will explain that the consultant/agent is responsible for assuring that the county is and stays in compliance with all state and federal health care reform compliance issues and directives.

4.4 Disclosure

The County reserves the right to reject individually or collectively all respondents and accept proposals in full or in part.

4.5 Contact Information

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Questions regarding any of the terms above should be directed to:

Vicky King, Treasurer
Pendleton County Fiscal Court
233 Main Street
Falmouth, KY 41040

E-mail: vking_3280@fusc.net
Phone: 859-654-4321

4.6 Address and Bid Submission

Proposals should be sealed, marked "RFP Employee Benefits" and submitted to:

Vicky King, Treasurer
Pendleton County Fiscal Court
233 Main Street
Falmouth, KY 41040

Proposals should arrive at the above address no later than **4:00 p.m. (local time) November 13, 2013.**

An original and **(4) four copies of each proposal should be clearly marked "RFP Employee Benefits"** and mailed to the address listed above. Any proposals received after the deadline of **4:00 p.m. (local time) November 13, 2013** will be returned unopened.

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In Re: Adjournment

A motion was made by Squire Fields, seconded by Squire Whaley that this meeting be adjourned at 10:00 AM, to meet again in regular session on November 26, 2013, subject to any called meetings, motion carried.

ATTEST:

Pendleton County Judge/Executive

Pendleton County Fiscal Court Clerk