



**REQUEST FOR PROPOSALS  
HEALTHCARE CONSULTING SERVICES  
COUNTY OF ALLEGHANY, VA**

**August 8, 2019**

Alleghany County is soliciting proposals for healthcare consulting services, relating to the County's employee healthcare plan.

The full RFP may be obtained online at:

**<http://www.co.alleghany.va.us/request-for-proposals/>**

Please submit your proposal including but not limited to: business plan, statement of qualifications, expertise of the consultant, and letters of reference for the proposed services to County of Alleghany, Virginia, Attn: Ms. Suzanne Adcock, 9212 Winterberry Ave., Suite C, Covington VA 24426, until **Friday, September 6, 2019, at 2:00 PM** Eastern Standard Time. Please mark on the envelope "County of Alleghany – Healthcare Consultant RFP".

**MBE/WBE Statement:**

Alleghany County is an Equal Opportunity Employer. Minority and Women owned firms are encouraged to submit proposals. MBE/WBE are encouraged to submit proposals.

Selection of consultant will be performed in accordance with the Virginia Public Procurement Act.

**COUNTY OF ALLEGHANY, VIRGINIA  
HEALTHCARE CONSULTING SERVICES  
REQUEST FOR PROPOSALS**

RFP Issue Date: August 8, 2019

The County of Alleghany is soliciting proposals for **Healthcare Consulting Services for three (3) Fiscal Year(s) ending June 30, 2020, June 30, 2021, and June 30, 2022, with the option to renew the resulting contract for up to two (2) additional one-year terms upon mutual agreement of both parties.**

The County of Alleghany, Virginia (hereafter called the "County") invites qualified, Healthcare Consultants (hereafter called the "Consultant") to submit proposals to perform financial and compliance audits of the County in accordance with the following specifications:

**Period**

The contract will cover the regular the fiscal year(s) ending June 30, 2020 and June 30, 2021, and June 30, 2022, with the option to renew the contract as set forth above.

**Scope of Services**

Consulting services relating to the County's employee healthcare plan are to include:

- Review of present rates;
- Solicitation of competitive bids from healthcare providers;
- Projection of future rates taking into consideration competitive offers and comparing different levels of benefits, co-pays, and deductibles, alternative financing methods, wellness benefits, etc.;
- Notification to the County of emerging types of employee benefit plans with descriptions and analyses;
- Negotiation of rates with healthcare providers based on competitive bids;
- Meeting with county staff as appropriate, especially during open enrollment preparation and actual employee presentations;
- Working with Alleghany County Employee Healthcare Advisory Committee to help educate and provide information as well as involve them in the decision-making process.

**Submission Requirements and Deadlines**

**Alleghany County will accept submissions for consideration until 2:00 P.M. on Friday, September 6, 2019.**

Each proposal should include the following components:

1. Consultant background and credentials, which include the year established, resources available, location, etc. Consultant should have a minimum of five years' experience with similar projects;
2. Expertise of Consultant with providing healthcare consulting services. Please provide a listing of applicable projects;
3. Personnel to be assigned to the project and work tasks, including resumes of key staff;
4. Methodology to approach the assignment and work plan to outline the general work and timeframe;
5. Pricing of work;
6. References from a minimum of three clients familiar with similar work assignments over the past three years.

### **Selection Criteria**

After receipt of all timely submitted and qualified proposals, the selection process shall include the following criteria in selecting the auditor(s) for competitive negotiations and recommendation to the governing body for contract award:

1. Relevant experience and qualifications of the Consultant and the specified employees who will perform the requested services;
2. Prior experience, reputation, and demonstrated understanding of the Consultant in the area of healthcare benefits for employees;
3. Technical approach, methodology, and scope of the Consulting Services;
4. Responsiveness to benefit questions posed by the County;

One or more Consultants submitting proposals may be requested to make an oral presentation to more clearly demonstrate their knowledge of healthcare benefits for local government in Virginia and to explain their proposed methodology.

### **Other Matters**

1. Prospective offerors are encouraged to contact the County Administrator's Office to get a clear understanding of the methodology and practices of the County;
2. The County intends to continue this contractual relationship for audit services for three years, with an option to renew the contract as set forth above.

## EXHIBITA

### General Contract Terms and Conditions

- A. The General Contract Terms and Conditions shall set forth in the Contract.
- B. Taxes: The Firm shall pay all county, city, state and federal taxes required by law enacted at the time proposals are received and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the contract price between the County and the Firm, as the taxes shall be an obligation of the Firm and not of the County, and the County shall be held harmless for same by the Firm.
- C. Award of Contract:
1. The County reserves the right to reject any or all proposals.
  2. The successful Offeror shall, within fifteen (15) calendar days after prescribed documents are presented for signature, execute and deliver to the County the contract forms and any other forms or bonds required by the RFP.
  3. The contract documents shall be subject to any regulations governed by the law of the Commonwealth of Virginia.
  4. Any contract resulting from this RFP is not assignable.
- D. Firm's Performance:
1. The Firm shall agree and covenant that its agents and employees shall comply with all county, state and federal laws, rules and regulations applicable to the business to be conducted under the contract.
  2. The Firm shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.
  3. The Firm shall cooperate with County officials in performing the contract work so that interference with normal programs will be held to a minimum.
  4. The Firm shall be an independent contractor and shall not be an employee of the County.
- E. Employment Discrimination Prohibited:
1. During the performance of this contract, the Firm agrees as follows:
    - a) The Firm shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except

where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Firm. The Firm agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b) The Firm, in all solicitations or advertisements for employees, placed by or on behalf of the Firm, shall state that such Firm is an equal opportunity employer.
- c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

- 2. The Firm shall include the provisions of the foregoing paragraphs of this section in every subcontract or purchase order of over \$10,000, so that the provision will be binding upon each Subcontractor or vendor.

F. Firm's Obligation to Pay Subcontractor(s):

- 1. The Firm awarded the Contract for this project shall take one of the two following actions within seven (7) days after the receipt of amounts paid to him by the County for work performed by his Subcontractor(s) under the Contract:
  - a) Pay the Subcontractor(s) for the proportionate share of the total payment received from the County attributable to the work performed by the Subcontractor(s) under the Contract; or
  - b) Notify the County and Subcontractor(s), in writing, of his intention to withhold all or a part of the Subcontractor's payment with the reason for nonpayment.
- 2. The Firm shall pay interest to the Subcontractor(s) on all amounts owed by the Firm that remain unpaid after seven (7) days following receipt by the Firm of payment from the County for work performed by the Subcontractor(s) under the Contract, except for amounts withheld as allowed in subparagraph 17a(2) of this section. Interest shall accrue at the rate of one percent (1%) per month.
- 3. The Firm shall include in each of its subcontracts a provision requiring each Subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier Subcontractor(s).
- 4. The Firm's obligation to pay on interest charge to a Subcontractor(s) pursuant to the payment clause in this section may not be construed to be an obligation of the County. A contract modification may not be made for the purpose of providing reimbursement for such interest charge and a cost reimbursement claim may not include any amount for reimbursement for such interest charge.

G. Compensation:

1. The Firm shall be required to submit a complete itemized invoice on each delivery or service which they may perform under the Contract.
2. Payment will be rendered to the Firm for satisfactory compliance with the Contract within thirty (30) days after the receipt of the proper invoice.

H. Termination:

1. Failure of the Firm to comply with any section or part of this Contract will be considered grounds for termination of the contract by the County by giving thirty (30) days written notice. In the event, the County decides to terminate the Contract for "Breach of Contract" by the Firm, the County will give the Firm the notice period to cure the default.
2. Notwithstanding anything to the contrary contained in the Contract between the County and the Firm, the County may without prejudice to any other rights it may have, terminate the Contract for convenience and without cause, by giving thirty (30) days written notice to the Firm.
3. If the termination clause is used by the County, the Firm will be paid by the County for all scheduled work completed satisfactorily by the Firm up to the termination date set in the written termination notice.