



**REQUEST FOR QUALIFICATIONS**

**HEALTHCARE  
CONSULTING SERVICES**

DATE OF ADVERTISEMENT: 01/11/2022

PROPOSALS TO BE RECEIVED BY 5 PM: 01/26/2022

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**NOTICE  
REQUEST FOR QUALIFICATIONS  
FOR  
HEALTHCARE CONSULTING SERVICES**

The City of Rock Island's Health Care Planning Committee ("HCPC") requests proposals from any prospective Proposer for the above captioned subject.

**PROPOSALS ARE DUE 01/26/2022.**

Sealed proposals will be received until 1/26/2022, at 5 P.M. (Rock Island Time) in the Human Resources Department, 1528 3rd Avenue, Rock Island, Illinois 61201. No proposals will be accepted after 5 P.M. on the above-scheduled due date. Proposals transmitted by U.S. Mail or other delivery will be considered only when said proposals are submitted at the time fixed for receiving said proposals. The City does not guarantee that proposals received by mail or other delivery will be received in time for the scheduled due date and time.

One copy of the Request for Qualification (RFQ) must be submitted. (An electronic version is preferable for ease of distribution but paper or faxed proposals are acceptable.) One original set of the Rate Proposal (Appendix A), Certification Affidavit (Appendix B) and Equal Employment opportunity Statement (Appendix C) shall be submitted in an envelope. Proposals received in a format that is different from that described in this RFQ will not be accepted.

All proposals shall conform to all the terms and conditions of this RFQ, as stated in this document. Failure to conform to the terms and conditions of the RFQ will render the proposal non-responsive and ineligible for further consideration.

Questions regarding this RFQ may be addressed to:

Rob Baugous, Human Resources Director  
1528 3rd Avenue  
Rock Island, Illinois 61201  
(309) 732-2053  
[baugous.rob@rigov.org](mailto:baugous.rob@rigov.org)

Copies of the RFQ may be obtained at the above stated address during normal business hours, 7:00 A.M. through 5:00 P.M., Monday through Friday. The RFQ will be mailed in response to a fax request, 309-732-2055. No fee is required for the RFQ. The City assumes no responsibility for a RFQ sent through the U.S. Mail.

The City reserves the right to accept any RFQ or any parts thereof or to reject any and all RFQs. The successful Provider will be required to comply with all applicable Federal and State of Illinois Equal Opportunity Regulations as required.

# I. SCOPE OF WORK

## A. OVERVIEW/GENERAL SCOPE OF CONSULTING SERVICES

The City of Rock Island's Health Care Planning Committee (HCPC) consists of approximately 20 members from employee groups represented by: United Autoworkers (Library), American Federation of State, County Municipal Employee (Chapter A) that represent maintenance and craft workers, American Federation of State, County Municipal Employee (Chapter B) that represent clerical and professional workers, Fraternal Order of Police (officers and detectives), Fraternal Order of Police - Command Officers Association (sergeants through lieutenants), International Association of Fire Fighters (firemen/paramedics through battalion chiefs), non-affiliated members from Parks and management, City Council representatives and retiree members.

The plan year runs from January 1 through December 31 which coincides with the city's fiscal year.

The health care plan is administered under a joint management-labor agreement titled "Joint Administration Agreement". Under the JAA a separate qualified actuary will be hired to determine premium rates and select the appropriate stop loss policy. The actuary will need to provide his determination of rates to the HCPC no later than October 15<sup>th</sup> of each year and rates will become effective the first full pay period in January.

On average, the HCPC will meet 10 –12 times per year. Additional meetings maybe called at the discretion of the labor and management co-chairs under special circumstances. The facilitator is expected to attend these meetings. During the summer months, the HCPC takes a meeting hiatus, but subcommittees work on the "recommendation set" developed by the full committee. Facilitator attendance at subcommittee meeting is also expected.

The facilitator will be hired by the City to facilitate meetings, conduct and analyze request for proposals for health service providers/insurers, and serve as an information source for the HCPC by providing regular training and education to members regarding current health trends.

Working together, the actuary and facilitator will develop a set of recommendations designed to provide the HCPC with plan alternatives it may select and recommend the following plan strategies:

- Maximize benefits at current levels of premium/revenues;
- Minimize premiums at current benefit levels; and
- Reduce costs and improve available benefits to plan participants.

This will be referred to as the "Recommendation Set" and shall be presented to the HCPC no later than the third quarter of the calendar year each year for consideration by the HCPC for implementation in the subsequent calendar year.

The City has approximately 354 employees and 48 retirees covered under various health, pharmacy, dental, and vision insurance benefits programs. The plan has 848 covered lives including the Medicare eligible retirees.

The City seeks to establish a three (3) year contract for health consulting services contingent upon available funding and mutual agreement between both parties. The contract period will be for approximately three (3) years beginning April 1, 2022 and concluding March 31, 2025.

Upon termination of this contract, the parties shall have the option to renew the contract for two additional one-year periods beginning April 1, 2025.

The City seeks assistance from the health consultant on the following projects:

- I. Insurance Benefit Plan Vendor Selection**
  - Administrator of Health Plan Services
  - Administrator for Pharmacy Benefit Manager
  - Administrator for Vision Plan
  - Administrator for Dental Plan
  - Administrator for Flexible Spending Plans
  
- II. Cost Containment Strategies and Analysis for Active Employees and Retirees (Yearly Recommendation Set)**
  - Medicare Supplement
  - Reinsurance Purchase for Specific and Aggregate Coverage (Yearly Evaluation)
  - Affordable Care Act deadlines and explanation of the legislation
  
- III. HCPC Facilitation and Employee Training for HCPC Members**
  - Explore current health trends and programs with committee
  - Plan and conduct meetings scheduled by the labor and management co-chairs
  - Train new members about existing plan and services including understanding of terms
  - Lead subcommittee meetings for development of the recommendation set
  
- IV. Retiree Medical Insurance Analysis**
  - Retiree Contributions
  - Retiree Funding
  - Alternate Medicare Benefits for Retirees
  - Medicare Law Revisions (including Medicare Part D)

**Insurance Benefit Plan Vendor Selection:** The Facilitator shall provide assistance to the HCPC in developing, issuing and evaluating the Request for Proposals with HCPC for the highlighted projects listed above and soliciting proposals from qualified vendors.

*The facilitator shall provide a detailed description of how the firm will assist the HCPC in conducting this process including an estimated timeline and cost proposal.*

The facilitator will evaluate proposals received according to appropriate selection criteria, recommend finalists and participate in interviews with finalists. Finally, the facilitator will prepare a report with rankings and final recommendations for each project and review the resulting contracts to ensure compliance with the Request for Proposal.

**Cost Containment Strategies and Analysis for Active Employees:** This project will involve the formulation of cost containment strategies for active employees covered under the City’s benefit plans. It is anticipated that this may include, but not be limited to, plan design (including high deductible health plans), contribution and eligibility strategies.

**HCPC Facilitation and Employee Training for HCPC Members :** The Facilitator will conduct regular and any special meetings held by the HCPC and will assist the labor and management co-chairs in establishing the agenda. The facilitator will run the meetings and work members through the agenda.

The facilitator will also keep abreast of current health issues and be prepared to discuss and recommend to the group any changes that would be of benefit to the plan. The facilitator may be required to attend seminars and training and will bring this information to the group for its consideration.

The facilitator will provide specialized training for newly appointed members to the HCPC. The training will focus on the existing health plan including providers and services. The facilitator will also talk about health terms with the employees so they understand the jargon used by the industry. *The facilitator shall provide a detailed description of how the firm will conduct this process.*

**Retiree Medical Insurance Analysis:** This project will involve development of “best practice” recommendations on retiree contribution rates, plan design and retiree health care funding mechanisms.

## **B. TIMETABLE**

The Provider agrees to perform the work in a timely manner in accordance with the times and conditions set forth in the timetable below:

<b>Action</b>	<b>Date</b>
<b>1. Issuance of RFP</b>	<b>01/11/2022</b>
<b>2. Deadline for RFP Proposals</b>	<b>01/26/2022</b>
<b>3. Proposal Review</b>	<b>01/26/22 - 01/31/22</b>
<b>4. Provider Presentations (if necessary)</b>	<b>Week of 02/7/2022</b>
<b>5. RFP Award</b>	<b>02/28/2022</b>

Providers should be prepared to make presentations to the HCPC during the week of February 7, 2022. The presentations will consist of an overview of your response to the RFQ and a question and answer session.

The Provider recommendation will be placed on the City Council agenda on February 28, 2022.

The selected Provider shall be expected to begin work on this project April 1, 2022. There will be some transition activities in the month of March, 2022.

## II. COST PROPOSAL

### A. FEES

The Proposal shall include labor, materials, equipment, supplies and expertise necessary to provide the services as outlined in the Request for Qualifications. The Provider shall complete the *Rate Proposal* provided in Appendix B. It is expected that all proposers responding to the RFQ will offer government or comparable favorable rates.

**The Provider is required to submit one (1) original set of the Rate Proposal (Appendix B). The Rate Proposal must be clearly marked as such.**

The Provider shall propose a “not to exceed price” to complete each phase of the project. (See Appendix B). The fees set forth in Appendix B shall be the total and complete compensation to be paid to the Proposer for the work performed under this agreement. The Provider shall bear any and all fees, costs, taxes or expenses of any nature which the Provider incurs in performing the work.

The Provider will not bill for services and the City will not pay for services prior to delivery and acceptance of each deliverable outlined in the Scope of Services.

Should the City elect not to conduct a RFP for medical and/or dental services, the Provider shall not make a claim for the payment of any undelivered service in the proposal.

### B. EXECUTIVE SUMMARY

The Provider shall provide an executive summary of its proposal. The executive summary should be a “high level” overview of how the Provider plans to accomplish the requirements of the RFQ. The executive summary should demonstrate the Providers understanding of the requirements. The Provider must also address in this section how it meets the minimum qualifications requirements identified under the “Scope of Services”.

### C. SUBMISSION

All Providers must submit one (1) electronic or paper proposal, including one (1) original signature set, in envelopes provided for that purpose in the bid. The Provider is required to submit one (1) original set of the Rate Proposal, Certification Affidavit and Equal Employment Opportunity with signatures. The Cost Proposal must be clearly marked as such. The Provider shall carry the following information on the face of the envelope:

- Provider’s Name and Address
- Subject of Proposal (Health Consulting Services RFQ)

When proposals are sent by mail to the Human Resources Director, the Provider shall be responsible for delivering to the Human Resources Director before the advertised date and hour for the receipt of proposals. Proposals postmarked or time stamped after the bid closing will not be considered and will be returned unopened. Response documents should be prepared simply and economically, providing a straightforward, concise delineation of capabilities proposed to satisfy the requirements of the RFQ.

### III. PROVIDER QUALIFICATIONS

The Provider must demonstrate that it has been in business for a minimum of five (5) consecutive years and has a minimum of one (1) year of experience in the services required in Section I, *Scope of Work*. Additionally, the Provider shall provide detail regarding its experience in Health Consulting Services.

The following elements must be included in each Health Consulting Services proposal:

- Description of Company
- Experience
- References
- Insurance Requirements

The submittal requirements for each of these elements follow. Please note that proposals must include the information requested here in the manner specified. If the information is not included in the manner specified, the proposal will be considered non-responsive and may be eliminated from consideration.

#### A. DESCRIPTION OF COMPANY

The Provider shall describe its company on one 8 1/2" x 11" page. The following data is to be included:

- Name of provider; including a current profile of the company
- Address of corporate headquarters and Quad City Area location, if differing
- Telephone and fax number(s) for Quad City Area location(s)
- Form of company; i.e. sole proprietor, partnership, professional corporation
- Provide the Federal Employer Identification number (FEIN) of the Provider and/or in case of a sole proprietorship or partnership, provide the Social Security Number (SSN) for all owners or partners
- Date company formed; date incorporated if a corporation
- Company principals including president, chairman, vice presidents, secretary, chief operation officer, chief financial officer, general manager(s)
- Name(s) of principal members of company responsible for administration of this contract. Include a resume or vitae of each of these primary contacts.
- Licenses (provide a copy of all licenses and/or permits required to do business in the State of Illinois)
- The Provider will disclose any pending acquisitions, divestitures or conflicts of interest that could impact this contract. Please note: The Affidavit of Ownership may have similar information listed above, but must be filled out and executed (See Appendix C).
- The Provider will disclose any pending lawsuits related to Health Consulting Services. List all claims filed against the Provider (or its agents or employees) for professional errors or omissions. In addition, list all written complaints filed with local, state or federal regulatory agencies, business organizations, or any additional agencies within the last three (3) years. A statement explaining the circumstances surrounding these events should be

submitted.

## **B. EXPERIENCE**

The Provider will provide a listing of other government agencies or private entities for which similar work has been performed by the Provider (i.e., provide name of entity, address, phone number, contact person, and brief description of project). The Provider will provide detail regarding experience performing Health Consulting Services comparable scope to the work outlined in Section I (Scope of Work) of this RFQ.

## **C. REFERENCES**

The proposal shall include at least three (3) references for Health Consulting Services that best demonstrate the Provider's ability to complete the proposed project successfully.

## **D. EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the City that all persons regardless of race, color, religion, sex or national origin shall have maximum practicable opportunity to participate in the performance of contracts or subcontracts.

The Provider shall refer to Appendix D for the Equal Employment Opportunity policy.

**Please note: Failure to provide the information as required above may render your proposal non-responsive and may result in disqualification.**

# **IV. INSURANCE REQUIREMENTS**

The Provider, at its sole expense and prior to engaging upon the work agreed to be done, shall procure, maintain and keep in force during the entire term of the Agreement such required insurance. The specific type(s) and amount(s) of coverage of this Agreement are specified below. The City must be named as an additional insured party on every insurance certificate for this Agreement in respect to Commercial General Liability.

(a) Workers' Compensation Insurance (according to statutory coverage)

Employer's Liability Insurance

Bodily Injury by accident \$1,000,000

Bodily Injury by disease \$1,000,000

Bodily Injury by disease for each employee \$1,000,000

(b) Commercial General Liability Insurance

General aggregate limit \$1,000,000

Products/completed operation aggregate \$1,000,000

Personal and advertising injury \$1,000,000

Each Occurrence \$1,000,000

Bodily Injury - \$1,000,000 each occurrence; \$1,000,000 aggregate

Property Damage - \$500,000 each occurrence; \$500,000 aggregate

Errors & Omissions - \$1,000,000 each occurrence; \$1,000,000 aggregate

(c) Professional Liability Insurance



Each Occurrence \$1,000,000  
Aggregate \$1,000,000

## **PROVISIONS**

The Provider's insurance coverage shall be primary insurance as respect to the City.

Any insurance or self-insurance maintained by the City shall not contribute to the Provider's insurance.

The insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, non-renewed or reduced in coverage or in limits except after sixty (60) days prior written notice by certified mail, return receipt requested, has been given to the Human Resources Department (Risk Manager) of the City.

Insurance (workers' compensation - general liability) is to be placed with insurers authorized to do business in the State of Illinois with Best's rating of no less than A: covering all operations under this contract. Exceptions to this clause are at the discretion of the City.

Providers shall furnish the City with certificate(s) of insurance and with original endorsements affecting coverage required by this clause. The certificate(s) and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. Certificate(s) and endorsements are to be received and approved by the City. The City reserves the right to require complete certified copies of all required insurance policies at any time.

The City shall have no responsibilities whatsoever to the Provider with respect to any insurance coverage, its procurement or the absence thereof.

Providers expressly understand and agree that any insurance protection furnished by the Provider hereunder shall in no way limit its responsibility to indemnify and save harmless the City under the Provision of this Agreement.

The City maintains the rights to modify, delete, alter or change these requirements. The insurer shall agree to waive all the rights of subrogation (workers' compensation - general liability) against the City for losses arising from this Agreement.

## **V. EVALUATION AND SELECTION PROCESS**

The HCPC will review all proposals in accordance with the evaluation criteria. The HCPC reserves the right to accept or reject any, some, or all proposals, to take exception to parts of proposals, and to request written clarification of proposals and supporting materials. The HCPC further reserves the right to negotiate with any Provider with respect to amendments to their proposal.

The HCPC may award a contract, based upon initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted on the most favorable terms which the Provider can submit to the HCPC. The proposals will be rank ordered, with a recommendation for selection by the HCPC. The Human Resources Director, with the concurrence of the evaluation committee, will make a final recommendation that will be forwarded to the City Council for final consideration.

The HCPC will use the following criteria for evaluating proposals:

1. Understanding of the Project: Demonstration that the Provider understands the project to be completed.
2. Cost of Services: Proposed services will be evaluated for cost efficiency.
3. Professional qualifications and experience of the Provider necessary for satisfactory performance of services.
4. Professional qualifications, certifications and experience of committed personnel.
5. Performance of the Provider on other contracts in terms of quality of work and compliance with performance schedules.
6. Compliance with Insurance Requirements: Stipulations contained in Section V, Insurance Requirements.
7. Submission of Licenses and Permits: Submittal of such documentation to perform business in the State of Illinois.
8. Equal Employment Opportunity policy: It is the policy of the City that all persons regardless of race, color, religion, sex or national origin shall have maximum practicable opportunity to participate in the performance of contracts or subcontracts. If such qualifications are present, they should be described in your proposal and will be taken into consideration in awarding the contract (See Appendix D).

## **VI. CHECKLIST**

The following list of items must be included in order for a proposal to be considered responsive. Failure of the Provider to include each item listed in the checklist will render the proposal non-responsive and rejected.

1. **A COVER LETTER** signed by an authorized representative of the Provider. The cover letter must contain a commitment to provide the services described within the required time-frames with the personnel specified in the proposal. The letter shall indicate that the proposal is a firm offer for a period of at least one hundred and twenty (120) days.
2. **COMPANY OVERVIEW (OR INTRODUCTION)** shall include the name of the Provider, the location of the Provider's principal place of business and, if different, the place of performance of the contract, branch office locations and the age of the Provider's business.
3. **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT** (Appendix D)
4. **RATE PROPOSAL** must be completed consistent with the information requested in this RFQ (Appendix B).
5. **EXECUTIVE SUMMARY** - The summary must also include a brief statement of

understanding and the Provider's approach to perform the services required by the City (maximum length: three (3) pages). The submittal of elements as required in Section III, must be provided.

6. **INSURANCE REQUIREMENTS** must be acknowledged and agreed to by the Provider. The Insurance Requirements are included in Section V.

7. **CERTIFICATION AFFIDAVIT** (Appendix C) must be completed, executed and attested by the Provider.

## **VII. TERMS AND CONDITIONS**

### **1. EXAMINATION BY PROPOSER**

Proposers are expected to examine all parts of the Request for Qualification. Failure to do so will be at the Proposer's own risk.

### **2. COMPETENCY OF PROPOSER**

No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default with the City upon any debt of contract, or that is defaulter, as surety or otherwise, upon any obligation to said City, or has failed to perform faithfully on any previous contract with the City.

### **3. INCURRING COST**

All costs incurred in the preparation and submission of responses shall be borne by the Proposer.

### **4. WITHDRAWAL OF PROPOSALS**

Proposer may withdraw their proposals at any time prior to that specified in the advertisement, up until the closing time for the receipt of proposals. However, no Proposer shall withdraw or cancel its proposal for a period of one hundred and twenty (120) calendar days after said advertised closing time for the receipt of proposals, nor shall the successful Proposer withdraw or cancel or modify its proposal, after having been notified by the Human Resources Director that said proposal has been accepted by the City.

### **5. INCOMPLETE PROPOSALS**

Proposers must address all requirements outlined in this Request for Proposal. Proposals submitted to the contrary will be considered incomplete and may be rejected.

### **6. CONSIDERATION OF PROPOSALS**

The Human Resources Director shall represent the City in all matters pertaining to this proposal. The Human Resources Director reserves the right to reject any or all proposals and to disregard any informality in the proposals when, in his opinion, the best interests of the City will be served by such action.

## **7. REQUEST FOR EXPLANATION AND INFORMATION**

General questions regarding the Proposal process should be addressed to:

Rob Baugous  
Human Resources Director  
City of Rock Island  
1528 3rd Avenue  
Rock Island, Il. 61201  
(309) 732-2053  
[baugous.rob@rigov.org](mailto:baugous.rob@rigov.org)

## **8. ADDENDA AND SUPPLEMENTS TO SPECIFICATION**

If it becomes necessary or appropriate to change or supplement any part of this Request for Qualification, an addendum will be issued to all recipients. Receipt by a Proposer of an addendum or supplement to this request must be acknowledged by e-mail to the Human Resources Director.

## **9. INADVERTENT ERROR**

Inadvertent errors that have a correction submitted after the designated filing date may be considered, at the sole discretion of the Human Resources Director, if the Proposer submits with the correction, sufficient information to prove the error was inadvertent. Amendments are not favored and, in the case of doubt, requests will be denied. The City reserves the right to request additional information at any time from any or all Proposers based on the initial evaluation of proposals.

## **10. SUBMISSION OF PROPOSALS**

All prospective Providers shall submit one (1) electronic or paper proposal including one (1) original signature set, to the Human Resources Director, and shall carry the following information on the face of the envelope: Provider's name, address and subject matter of proposal.

When proposals are sent to the Human Resources Director, the Provider shall be responsible for their delivery to the Human Resources Director before the advertised date and hour for the receipt of the proposals. If the proposal is postmarked or time stamped following the bid closing, proposals thus delayed will not be considered and will be returned unopened.

## **11. ACCEPTANCE OF PROPOSAL**

A contract will be awarded to the responsive Proposer whose proposal, in conforming to the Request for Proposal, will be the most advantageous to the City, price and other factors considered. The City may accept within the time specified therein, any proposal, whether or not there are negotiations subsequent to its receipt, unless the proposal is withdrawn by written notice received by the City prior to the response due date. If subsequent negotiations are conducted they shall not necessarily constitute a rejection or counter proposal on the part of the City.

## **12. ASSIGNMENT**

The Proposer shall not assign, sublet, transfer all or any part of the interest of the Proposer in this Agreement without the prior written consent of the City.

### **13. CONFLICT OF LAWS**

The Proposer expressly agrees that the Agreement shall be governed by Illinois law and that Illinois law will be the controlling law in the event of any disputes, claims or controversies should arise out of or in connection with this Agreement and any subsequent contract that is awarded pursuant thereto. Any party to a dispute shall request that a hearing be scheduled within Rock Island County in Illinois subject to the reasonable availability of the parties and their representatives.

In the event that any of the provisions of the Agreement conflict with any provisions set forth in the Request for Qualification, it is the intentions of the parties that the provisions of the Agreement shall control.

### **14. CONTRACT TERMINATION**

The contract may be terminated in whole or in part unilaterally by the City at any time with 30 day notice to the Proposer, subject to equitable settlements of all interests and obligations that have accrued to date of termination.