

REQUEST FOR QUALIFICATIONS FOR OPEN ENROLLMENT SERVICES FOR CALHOUN COUNTY SCHOOL DISTRICT

The Calhoun County School Board (CCSB) is requesting qualifications for the purpose of providing open enrollment services to the Calhoun County School District (CCSD).

Existing Process:

- The CCSB sponsors group medical, group life (offered only at initial employment) and group dental insurance, along with a cafeteria plan. Medical insurance is on a 10/1 – 9/30 plan year basis.
- Products mentioned above are offered as voluntary.
- One employee of the CCSB is responsible for all the open enrollment activities for all CCSD employees, retirees and other benefit-eligible individuals.
- The CCSD has an annual health insurance open enrollment period that typically lasts for approximately 10 days in the month of August.
- The CCSD has an annual dental insurance and cafeteria plan open enrollment period that typically lasts for approximately 10 days in the month of November.
- The CCSD has 8 locations with approximately 350 employees.

CCSD Responsibility:

- The CCSD will provide the successfully selected firm (Awardee) with documentation of benefit offerings available for the upcoming Open Enrollment period.
- The CCSD will provide access to employees on an annual basis for the purposes of open enrollment.
- The CCSD will provide internet access at each site for the Awardee as needed and private, pre-determined locations for enrollers to meet with employees.
- The CCSD will provide employee census according to the Awardee's specifications so the enrollment system can be developed.
- The CCSD will provide an ongoing census for eligible new hires.

The Scope for Open Enrollment Services:

- The Awardee will provide open enrollment services for the CCSD. Open enrollment would include the District's self-funded medical insurance, group dental insurance, as well as the Cafeteria plan. Upon initial employment, employees are offered group life insurance. Open Enrollment Services should include both in-person meetings as well as an online enrollment system with support from the Awardee.
- The Awardee will provide any open enrollment communications requested by the employer.
- The Awardee is solely responsible for educating, communicating and handling all aspects of open enrollment for the term of the Agreement for any and all products offered by the CCSD.
- If the Open Enrollment Services are conditioned on the Awardee's ability to sell additional insurance products, those additional products cannot include group medical insurance products. Dependent upon the fee/commission structure proposed, the Awardee may be allowed to be the sole provider of additional products; however, the type of products available to market is subject to the prior approval of the CCSB.
- Upon completion of open enrollment, Awardee will ensure accurate carrier files are sent to the vendors and payroll files are provided to CCSD in the requested format.
- The Awardee and their employees, as well as subcontractors, partners and/or consultants are subject to the requirements of the Jessica Lunsford Act (Florida Statute 1012.467)

Proposal Instructions and General Information

Proposal Submissions: Submit five (5) copies of a written proposal, along with applicable quotes no later than 1:00 PM, CST on Wednesday, July 12, 2017 to:

Calhoun County School Board
ATTN: Open Enrollment Selection Committee
20859 Central Avenue East, Room G20
Blountstown, FL 32424

Proposals must be responsive to the requirements and questions of the Request for Qualifications.

Reservations: The Calhoun County School District reserves the right, during the whole process, to reject any and all proposals, to negotiate changes in the new scope of work or services to be provided, and to otherwise waive any technicalities or informalities. The District also reserves the right to seek additional information to clarify proposals from each submission.

Method of Selection: Proposals shall be reviewed by the Open Enrollment Selection Committee. The committee shall review the qualifications (which shall include, but not be limited to, the items listed below) of interested firms. Following a review of the submitted qualifications, the committee shall make a recommendation to the school board. Upon acceptance of the recommendation from the committee, the Calhoun County School Board may enter into contractual negotiations with the selected provider.

If necessary and prior to submission of a recommendation to the school board, the committee may develop a short list of firms. The short listed firms will be invited to make presentations to the committee. Following the presentations, the committee will make a recommendation to the school board. Upon acceptance of the recommendation from the committee, the Calhoun County School Board may enter into contractual negotiations with the selected provider.

Please respond by including but not limiting your response to the following:

1. Company name and length of time in business.
2. How long has the company provided Open Enrollment Services similar to what is being requested by the CCSD?
3. Company location.
4. Availability of time to start and complete enrollment within the CCSD's requirements.
5. Explain how Awardee will enroll new hires throughout the Plan Year.
6. Will Awardee provide billing reconciliation services? If yes, describe.
7. Describe the open enrollment system that you are proposing to use. Confirm that it is HIPAA-compliant.
8. For providing requested services, what fee would be charged to the CCSB, with any conditions?
9. If Awardee is conditioning its cost proposal on the ability to sell additional insurance products:
 - a. What insurance products do you intend to offer (optional vs. discretion of the CCSD);
 - b. Who will handle the CCSD and/or the contract holder with claims?
 - c. What insurers underwrite the products being offered?
 - d. Will the products be group or individual products?
10. Qualifications of staff providing Open Enrollment Services with names, short resumes, length of time with firm, licenses.
11. Names of three (3) previous Clients with phone numbers and contact person.
12. Description of previous related experience.
13. Experience working with public organizations.
14. Please provide proof of professional liability coverage. At a minimum, \$1,000,000 is required.

Request for information shall be in writing. No calls or visits please. Refer all written requests to Vicki Davis at vicki.davis@calhounflschools.org.