

COUNTY OF FRESNO



REQUEST FOR PROPOSAL

NUMBER: 26-074

HEALTH AND BENEFITS CONSULTATION SERVICES

Issue Date: June 18, 2026

Closing Date: JULY 20, 2026 AT 10:00 AM

All Questions and Responses must be electronically submitted on the Bid Page on Public Purchase.

For assistance, contact **May Vue** at Phone (559) 600-7110.

BIDDER TO COMPLETE

Undersigned agrees to furnish the commodity or service stipulated in the attached at the prices and terms stated in this RFP.

Bid must be signed and dated by an authorized officer or employee.

COMPANY

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP CODE

()

TELEPHONE NUMBER

E-MAIL ADDRESS

AUTHORIZED SIGNATURE

PRINT NAME

TITLE

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OVERVIEW

The County of Fresno is requesting proposals from qualified vendors to provide consulting services related to our health insurance and ancillary benefits programs (“Health & Benefits Consultation Services”). The County’s current Health & Benefits Consultation Services provider is USI Insurance Services. The County is soliciting bids from qualified vendors because USI Insurance Services was recently selected as the San Joaquin Valley Insurance Authority (SJVIA) consultant.

Although the County of Fresno participates in the SJVIA, it seeks an independent consulting partner to provide objective guidance and representation of the County's interests. It is strongly recommended that prospective bidders familiarize themselves with the San Joaquin Valley Health Insurance Authority Agreement, which can be found on the SJVIA home page: www.sjvia.org.

CAPABILITY AND QUALIFICATIONS

The County seeks the following qualifications in its Health & Benefits Consultation Services firm—

- Active license with the California Department of Insurance.
- Understanding of the County's Health & Benefits Consultation Services needs.
- Demonstrated resources, qualifications, and experienced staff to provide the consultation services described in the Scope of Work.
- Current, relevant experience providing services to local governments and public agencies in California.
- Demonstrated organizational plan and management structure are adequate and appropriate for comprehensive implementation of the requested consultation services.
- Demonstrated capability to partner with SJVIA's consultant and participating entities while providing independent analysis, strategic guidance, and recommendations to ensure the County's employee benefit objectives, operational needs, and fiscal interests are effectively represented in benefit-related decision-making processes.

GENERAL CONTRACT PROVISIONS

The County seeks Health & Benefits Consultation Services provided on a flat fee retainer basis. The County of Fresno is seeking Cost Proposals where the winning bidder shall credit the County with commissions it receives from the County’s health and benefit plan vendors on all assignable ancillary/voluntary benefits from all employer and employee paid benefits on a quarterly basis. The winning bidder shall provide a quarterly invoice for annual fees which detail any credit due to the County for commissions received by the winning bidder during the preceding quarter – see Exhibit C to this RFP for an example quarterly invoice. This relationship provides maximum transparency and minimizes conflicts of interest. Full details are available in the Cost Proposal section of this RFP.

Exhibit D to this RFP includes the current agreement with USI Insurance Services. In addition, Exhibit E includes the Fresno County Example Service Agreement (the “Example Agreement”). Prospective bidders are expected to comply with all provisions of the Example Agreement; any exceptions to the Example Agreement must be noted in the RFP response.

The County anticipates entering into a new agreement with the winning bidder effective January 1, 2027. The winning bidder should be prepared to solicit proposals for benefits immediately upon contract execution (please see contract expiration information in the “County Health & Benefits Programs” section, below). The County’s annual Open Enrollment period for Plan Year 2028 is tentatively scheduled to begin the second or third week of October 2027; the 2028 Plan Year begins December 20, 2027 for health insurance and January 1, 2028 for all other benefits.

COUNTY HEALTH & BENEFITS PROGRAMS

Active, Retiree, and COBRA benefit summaries are provided in Exhibit A to this RFP. Benefit enrollment statistics are provided in Exhibit B to this RFP. The County uses MyWorkplace (<https://www.myworkplace.net/>) for health insurance administration and benefit enrollment services.

Active Employee Health Insurance

On October 6, 2009 the County approved the execution of a Joint Exercise of Powers Agreement creating the SJVIA with the County of Tulare. The purpose of the SJVIA is to negotiate, purchase or otherwise fund health, pharmacy, vision, and dental insurance for employees of both counties at more favorable rates while administering those insurance programs with greater efficiency than could be obtained by their individual efforts. More information may be found on the SJVIA website at www.sjvia.org.

The County currently utilizes plans/benefits through the SJVIA:

- Health/Mental Health
 - Anthem Blue Cross EPO and HDPPO plans
 - Fully insured Kaiser HMO and HDHP plans
- Dental (Delta Dental PPO and HMO plans)
- Vision (VSP)
- PBM services (CarelonRx/ Anthem Pharmacy)
- COBRA administration (Navia Benefit Solutions)
- Transcarent text-based health care

Prospective bidders are strongly encouraged to review the full range of SJVIA agreements at <https://www2.co.fresno.ca.us/1010/sjvia/Agreements.asp>.

Each year, the County signs a one-year participation agreement with the SJVIA for plans and services. The County's consultant would be responsible for evaluating the best health insurance options available to the County. This would include an analysis of the proposed rates and plan design options from the SJVIA and potentially soliciting bids from other carriers outside of the SJVIA.

Retiree Health Insurance and Pharmacy Benefit Management Services

The County unblended the active and pre-65 health insurance rates in 2006 thereby eliminating the GASB 45 liability. The County offers four (4) plans to County retirees: an Anthem Blue Cross HDPPO for Pre-65 plan administered by the SJVIA, and three (3) Medicare-compatible plans which are sponsored by the County.

- A Medicare Supplemental plan provided by TransAmerica/RetireeFirst with United HealthCare Rx providing the prescription coverage.
- Two (2) Medicare Advantage plans offered through Kaiser Senior Advantage.

Life Insurance and Voluntary Benefits

The County offers a variety of employer- and employee-paid benefits to its employees, including:

- Employer-paid life and accidental death & dismemberment (AD&D) insurance through Voya/ReliaStar. Current agreement expires December 31, 2026 (there are three (3) optional one-year extensions).
- Employee-paid life, critical illness, accident, and hospital confinement insurance through Voya/ReliaStar. Current agreement expires December 31, 2027 (there are two (2) optional one-year extensions).
- Please visit the Voya Employee Benefits Resource Center for more information on these benefits: <https://presents.voya.com/EBRC/COF>.

Disability Insurance

- Employer-paid long-term disability insurance for unrepresented management employees through Standard Insurance. Current agreement expires December 31, 2028 (there are two (2) optional one-year extensions).
 - The County does not sponsor a voluntary long-term disability insurance policy.
- Employee-paid short-term disability insurance benefits through California SDI (most employees are covered under this policy).
 - The County does not currently sponsor a voluntary short-term disability insurance policy.

Employee Assistance Program

The County's Employee Assistance Program is currently provided by TELUS Health, pursuant to our current life insurance agreement with Voya/ReliaStar. We utilize need-based model, where sessions are determined by clinical need, not a fixed limit, with an on-site hour bank of 110 hours. Current agreement expires December 31, 2026 (there are three (3) optional one-year extensions).

Flexible Spending Account & Health Savings Account Program

The County offers health care, dependent care, and transportation Flexible Spending Accounts pursuant to Sections 125, 129, and 132 of the Internal Revenue Code. In addition, the County offers Health Savings Accounts pursuant to Section 223 of the Internal Revenue Code. Our current administrator is Navia Benefit Solutions. Current agreement expires December 31, 2027 (there are two (2) optional one-year extensions).

Wellness Program

The wellness program strives to promote the health and well-being of County of Fresno employees through health education and wellness program activities with a focus on building a healthy lifestyle through nutrition, fitness, and weight management.

The County does not have a separate agreement for wellness program management. Therefore, the Health & Benefits Consultation Services provider would be expected to coordinate wellness challenges, advocate for sufficient wellness funding through the SJVIA, and act as a liaison between County and the healthcare providers to provide wellness services, such as mammograms and biometric screenings. The Health & Benefits Consultation Services provider will be expected to work with the SJVIA consultant in gathering data and evidence to inform effective and meaningful wellness initiatives.

KEY DATES

RFP Issue Date: **June 18, 2026**

Written Questions for RFP Due: **July 2, 2026 at 10:00 AM**
Questions must be submitted on the Bid Page.

RFP Closing Date: **July 20, 2026 at 10:00 AM**
Proposals must be electronically submitted on the Bid Page.

GENERAL REQUIREMENTS & CONDITIONS

TERM: It is County's intent to contract with the successful bidder for a term of three years with the option to renew for up to two additional one year periods based on mutual written consent.

The County reserves the right to terminate any resulting contract upon written notice.

AWARD: The award will be made to the vendor offering the proposal that is deemed the most advantageous to the County. Past performance (County contracts within the past seven years) and references may factor into awarding of a contract. The County will be the sole judge in making such determination. The County reserves the right to reject any and all proposals. Award Notices are tentative. Acceptance of an offer made in response to this RFP shall occur only upon execution of an agreement by both parties or issuance of a valid Purchase Order by Purchasing. After award, all bids shall be open to public inspection. The County assumes no responsibility for the confidentiality of information offered in a bid.

Award may require approval by the County of Fresno – Board of Supervisors.

PARTICIPATION: The bidder may agree to extend the terms of the resulting contract to other political subdivisions, municipalities, and tax-supported agencies. Such participating governmental bodies may make purchases in their own name, make payment directly to the bidder, and be liable directly to the bidder, holding the County of Fresno harmless.

CONFIDENTIALITY: Services performed by the bidder shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

The bidder shall submit to County's monitoring of said compliance.

The bidder may be a Business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County, as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

The bidder shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County. The bidder shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

SUBCONTRACTORS: If a subcontractor is proposed, complete identification of the subcontractor and their tasks should be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor. A specialty contractor cannot contract for work outside of their classification even if they are going to subcontract that work to another licensee who does hold the classification. The only classification that may do that is the B – General Building contractor.

SELF-DEALING TRANSACTION DISCLOSURE: Contractor agrees that when operating as a corporation (a for-profit or non-profit corporation), or if during the term of the agreement the Contractor changes its status to operate as a corporation, members of the Contractor's Board of Directors shall disclose any self-dealing transactions that they are a party to while Contractor is providing goods or performing services under the agreement with the County. A self-dealing transaction shall mean a transaction to which the Contractor is a party and in which one or more of its directors has a material financial interest. Members of the Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a Fresno County Self-Dealing Transaction Disclosure Form and submitting it to the County prior to commencing with the self-dealing transaction or immediately thereafter.

LOCAL VENDOR PREFERENCE: The Local Vendor Preference **does not** apply to this Request for Proposal.

CONFLICT OF INTEREST: The County shall not contract with, and shall reject any bid or proposal submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or public agencies for which the Board of Supervisors is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No County employee, whose position in the County enables them to influence the selection of a contractor for this RFP, or any competing RFP, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.
6. In addition, no County employee will be employed by the selected vendor to fulfill the vendor's contractual obligations to the County.

DISCLOSURE: The bidder is required to disclose if, within the three-year period preceding the proposal, their owners, officers, corporate managers and partners have been convicted of, or had a civil judgment rendered against them for:

- fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
- violation of a federal or state antitrust statute;
- embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
- false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

ORDINANCE 3.08.130 – POST-SEPARATION EMPLOYMENT PROHIBITED: No officer or employee of the County who separates from County service shall for a period of one year after separation enter into any employment, contract, or other compensation arrangement with any County consultant, vendor, or other County provider of goods, materials, or services, where the officer or employee participated in any part of the decision making process that led to the County relationship with the consultant, vendor or other County provider of goods, materials or services.

Pursuant to Government Code section 25132(a), a violation of the ordinance may be enjoined by an injunction in a civil lawsuit, or prosecuted as a criminal misdemeanor.

TIE BIDS: In the event of a tie score between two or more proposals at the completion of the evaluation process, the evaluation team will break the tie by re-evaluating the proposals and coming to a consensus on which proposal to award. Additional information or interviews may be requested from bidders with the tied proposals.

DATA SECURITY: Individuals and/or agencies that enter into a contractual relationship with the County for the purpose of providing services must employ adequate controls and data security measures, both internally and externally to ensure and protect the confidential information and/or data provided to contractor by the County, preventing the potential loss, misappropriation or inadvertent access, viewing, use or disclosure of

County data including sensitive or personal client information; abuse of County resources; and/or disruption to County operations.

Individuals and/or agencies may not connect to or use County networks/systems via personally owned mobile, wireless or handheld devices unless authorized by County for telecommuting purposes and provide a secure connection; up to date virus protection and mobile devices must have the remote wipe feature enabled. Computers or computer peripherals including mobile storage devices may not be used (County or Contractor device) or brought in for use into the County's system(s) without prior authorization from County's Chief Information Officer and/or designee(s).

No storage of County's private, confidential or sensitive data on any hard-disk drive, portable storage device or remote storage installation unless encrypted according to advance encryption standards (AES of 128 bit or higher).

The County will immediately be notified of any violations, breaches or potential breaches of security related to County's confidential information, data and/or data processing equipment which stores or processes County data, internally or externally.

County shall provide oversight to Contractor's response to all incidents arising from a possible breach of security related to County's confidential client information. Contractor will be responsible to issue any notification to affected individuals as required by law or as deemed necessary by County in its sole discretion. Contractor will be responsible for all costs incurred as a result of providing the required notification.

AUDITS & RETENTION: The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three (3) years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

PAYMENT: County will make partial payments for all purchases made under the contract and accumulated during the month. Terms of payment will be net forty-five (45) days.

DISPUTE RESOLUTION: The ensuing contract shall be governed by the laws of the State of California.

Any claim which cannot be amicably settled without court action will be litigated in the U. S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

ASSURANCES: Any contract awarded under this RFP must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The County of Fresno has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFP. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFP. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

LICENSES AND CERTIFICATIONS: Any license(s) and/or certification(s) required in this RFP must be obtained by the bidder prior to submitting a proposal and must be active and in good standing. Proposals submitted without the proper license(s) and/or certification(s) will be deemed non-responsive.

PUBLIC CONTRACT CODE SECTION 7028.15: Where the State of California requires a Contractor's license; it is a misdemeanor for any person to submit a bid unless specifically exempted.

BID INSTRUCTIONS

- All prices and notations must be typed or written in ink.
- Unless otherwise noted, prices shall remain firm for 180 days after the closing date of the bid.
- Proposals must be electronically submitted on the forms provided in this RFP with all pages numbered.
- Additional material may be submitted with the proposal as attachments. Any additional descriptive material that is used in support of any information in your proposal must be referenced by the appropriate paragraph(s) and page number(s).
- Bidders must electronically submit their proposal in .pdf format, no later than the proposal closing date and time as stated on the front of this document, to the Bid Page on Public Purchase. The County will not be responsible for and will not accept late bids due to slow internet connection or incomplete transmissions.
- County of Fresno will not be held liable for any costs incurred by vendors in responding to this RFP.
- Bidders are instructed not to submit confidential, proprietary and related information within the request for proposal. If you are submitting trade secrets, it must be electronically submitted in a separate PDF file clearly named "TRADE SECRETS" and marked as Confidential, see Trade Secret Acknowledgement section.
- If a bidder finds any discrepancies or has any questions, submit all inquiries to the Bid Page on Public Purchase or contact **May Vue** at (559) 600-7110. Any change in the RFP will be made only by written addendum issued by the County. The County will not be responsible for any other explanations or interpretations.
- Failure to respond to all questions or to not supply the requested information could result in rejection of your proposal. Merely offering to meet the specifications is insufficient and will not be accepted. Each bidder shall submit a complete proposal with all information requested.
- Proposals received after the closing date and time will NOT be considered.
- Proposals will be evaluated by an evaluation team led by County Purchasing and may consist of County of Fresno department staff, community representatives from advisory boards, and other members as appropriate. If a proposal does not respond adequately to the RFP or the bidder is deemed unsuitable or incapable of delivering services, the proposal may be eliminated from consideration. Upon review and evaluation, the evaluation team will make the final recommendation to the County department.
- Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP. Appeals shall be submitted to County of Fresno Purchasing, 333 W. Pontiac Way, Clovis, CA 93612 and in Word format to CountyPurchasing@fresnocountyca.gov. Appeals should address only areas regarding RFP contradictions, procurement errors, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP process.

Purchasing will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required. If the appealing bidder is not satisfied with the decision of Purchasing, bidder shall have the right to appeal to the County Administrative Office within seven (7) working days after Purchasing's notification; if the appealing bidder is not satisfied with CAO's decision, the final appeal is with the Board of Supervisors. Please contact Purchasing if the appeal will be going to the Board of Supervisors.

- All communication regarding this RFP shall be directed to an authorized representative of County Purchasing. The specific Analyst managing this RFP is identified on the cover page, along with their contact information, and they should be the primary point of contact for discussions or information pertaining to the RFP. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal appeal against the RFP, such vendor may contact the Purchasing Manager who manages that appeal as outlined in the County's established appeal procedures. All such contact must be in accordance with the sequence set forth under the appeal procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board at scheduled Board Meeting.

- Bidder may not submit links of any kind. Links will not be reviewed and may be cause for disqualification.

SCOPE OF WORK

The successful vendor will be expected to provide, at a minimum, the services detailed in this Scope of Work. If the vendor is unable to provide any of the service(s), they will describe which of the service(s) they are unable to provide.

I. APPLICABLE BENEFITS

The benefits applicable to this RFP, along with the current providers, include:

1. Active Employee Health Insurance (currently procured through the San Joaquin Valley Insurance Authority (SJVIA)).
 - a. Health Insurance (Anthem and Kaiser)
 - b. Dental Insurance (Delta Dental)
 - c. Vision Insurance (VSP)
 - d. Pharmacy Benefits (Anthem)
2. Retiree Health Insurance
 - a. Pre-65 Health Insurance (Anthem)
 - b. Medicare Advantage (Kaiser Senior Advantage)
 - c. Medicare Supplemental (Part F) (Transamerica/Retiree First)
 - d. Medicare Prescription Drug Plan (UnitedHealthcare)
3. Tax-Advantaged Accounts
 - a. Sections 125 & 132 Flexible Spending Accounts (Navia Benefit Solutions)
 - b. Section 223 Health Savings Accounts (Navia Benefit Solutions)
4. Income Protection & Life
 - a. Basic and supplemental life insurance (Voya)
 - b. Accidental Death & Dismemberment Insurance (Voya)
 - c. Long-term Disability Insurance (Standard Insurance)
 - d. Short-term disability insurance (procured through SDI; no County-sponsored supplemental short-term disability insurance)
5. Voluntary / Supplemental Benefits
 - a. Accident Insurance (Voya)
 - b. Critical Illness Insurance (Voya)
 - c. Hospital Confinement Indemnity Insurance (Voya)

6. Wellness & Support Programs
 - a. Employee Assistance Program (Tellus, as a rider to the life insurance agreement with Voya)
 - b. County Wellness Program (No contracted vendor; SJVIA Consultant assists as needed)

II. STRATEGIC BENEFITS CONSULTING

1. Program Assessment & Strategy

- a. Conduct a comprehensive baseline assessment of all benefit programs
- b. Benchmark against 1) California public-sector employers; 2) the regional labor market; and 3) national trends
- c. Identify 1) cost drivers; 2) utilization patterns; and 3) gaps and redundancies

2. Multi-Year Strategic Planning

- a. Develop a 3–5 year benefits strategy, including 1) cost containment; 2) plan design optimization; and 3) workforce health improvement
- b. Provide annual updates and progress tracking

3. Technology & Innovation

- a. Recommend and support 1) benefits administration technology; 2) decision-support tools; and 3) data integration solutions
- b. Identify emerging trends, including but not limited to 1) digital health; 2) AI-driven analytics; and 3) cost transparency tools

4. Financial & Actuarial Analysis

- a. Analyze 1) claims experience; 2) trend projections; and 3) rate development
- b. Independently evaluate actuarial reports (e.g., JPA or carrier-provided)
- c. Model plan design changes and financial impacts

5. Data Analytics & Reporting

- a. Provide regular reporting on 1) claims and utilization; 2) cost trends; and 3) program performance
- b. Develop dashboards and executive summaries
- c. Support data-driven decision-making

6. Labor Relations Support

- a. Provide costing and analysis for collective bargaining
- b. Prepare 1) financial models; 2) benefit comparisons; and 3) proposal scenarios
- c. Support County negotiating team as needed

III. VENDOR PROCUREMENT

1. Develop requests for proposals (RFP), quotations (RFQ), and/or information (RFI) to procure qualified vendors for the benefits detailed in the Applicable Benefits section of this Scope of Work, above, in compliance with County purchasing requirements (where applicable).
2. Identify qualified vendors to whom the RFP/RFQ/RFI will be distributed.
3. Review and evaluate vendor responses to RFP/RFQ/RFI, present a summary of the results to the County, and make finalist recommendations, if applicable.
4. Contact vendor references and schedule finalist interviews (if necessary).
5. Assist in negotiating service agreements with selected vendors.
6. Facilitate the transition to new vendor, if applicable.

IV. VENDOR MANAGEMENT

1. Partner with the SJVIA consultant and participating entities while providing independent analysis, strategic guidance, and recommendations to ensure the County's employee benefit objectives, operational needs, and fiscal interests are effectively represented in benefit-related decision-making processes.
2. Conduct strategy meetings with vendors and County staff, no less than two (2) times per year, per vendor.
3. Ensure that vendors are in compliance with the terms of their agreement with the County and monitor performance guarantees, if applicable.
4. Advocate on behalf of the County to resolve disputes with County vendors, including the SJVIA.
5. Analyze rates developed by the SJVIA from an independent actuary perspective.
6. Monitor insurance companies for financial solvency where applicable.

V. COMPLIANCE & REGULATORY SUPPORT

1. **Federal & State Compliance.** Provide guidance related to applicable state and federal laws and regulations impacting County benefit plans, including but not limited to –
 - a. Patient Protection and Affordable Care Act (PPACA)
 - b. Consolidated Omnibus Budget Reconciliation Act (COBRA)
 - c. Health Insurance Portability and Accountability Act (HIPAA)
 - d. Family and Medical Leave Act (FMLA)
 - e. California Family Rights Act (CFRA)
 - f. IRC Sections 125, 132, and 223

2. **Legislative Monitoring**

- a. Notify the County, as far in advance as possible, of any proposed legislation and/or regulations impacting County benefit plans
 - b. Educate County staff of the content and impact and make recommendations to ensure compliance with such legislation and regulations.
3. **Policy Support.** Review governing documents (plan documents, summary plan documents, administrative policies, etc.) related to the County's employee benefits programs and make recommendations to ensure such documents and any related administrative practices comply with applicable laws, regulations, and industry best practices.

VI. EMPLOYEE COMMUNICATIONS & ENGAGEMENT

1. **Communication Strategy**

- a. Develop a multi-year communications plan
 - b. Tailor messaging to diverse employee population
2. **Materials Development.** Creation of open enrollment guides, benefit summaries, presentations, decision-support tools and other materials for Open Enrollment.
3. **Engagement & Education**
- a. Conduct employee meetings/webinars
 - b. Support wellness program promotion
 - c. Increase utilization of underused resources and benefits, such as the EAP and Supplemental Health Insurance
4. **Surveys & Feedback**
- a. Design and analyze employee surveys
 - b. Recommend improvements based on feedback

VII. MEETINGS, SERVICE LEVELS & AVAILABILITY

1. Member(s) of your staff must be available during the County's regular business hours, which are 8:00 a.m. to 5:00 p.m., Pacific Time, Monday through Friday, excluding holidays. It is expected that your staff will return phone calls and provide responses to emails or written questions within 24 hours.
2. Meet with County staff virtually at least once per month to discuss industry, regulatory and service issues. Please note that we expect to meet at least twice per month June through September, regarding issues related to Open Enrollment.
3. Attend virtual Health Benefits Advisory Committee (HBAC) meetings, up to eight (8) times per year. The HBAC consists of one representative from each County bargaining unit, as well as retiree and management members.
4. Attend, in-person, the County's annual Open Enrollment events for active and retired employees.

There are usually three (3) events scheduled on consecutive days in October, but consecutive days are not guaranteed.

5. Attend, in-person, SJVIA meetings, which are held in Fresno County or Tulare County locations. The SJVIA Board meets up to six (6) times per year.

VIII. BROKERAGE SERVICES & CONFLICT OF INTEREST

The winning bidder shall –

1. Serve as broker of record for insurance policies as needed.
2. Act in the best interests of the County and provide objective, unbiased advice regarding all benefit programs.
3. Disclose any circumstance that could reasonably be interpreted as a conflict of interest or potential conflict of interest.
4. Provide a comprehensive annual disclosure, and update such disclosure as changes occur, including –
 - a. All sources of revenue related to County business, including: 1) fees; 2) commissions; 3) bonuses and contingent compensation; and 4) non-cash compensation (e.g., trips, marketing allowances).
 - b. Any relationships with 1) insurance carriers; 2) vendors included in RFP responses or recommendations; and 3) subcontractors or affiliates.
 - c. Any conflicts arising from other lines of business, including but not limited to 1) proprietary products or platforms; 2) captive agencies or affiliated entities; and 3) consulting or administrative services provided to vendors.
5. Fully disclose all commissions associated with County benefit programs.
6. Unless otherwise approved by the County, all commissions shall be credited back to the County or offset against agreed-upon consulting fees.
7. Provide quarterly accounting of all commissions and compensation received, consistent with current County requirements.

The winning bidder shall not –

1. Allow any financial, business, or personal interest to influence its recommendations.
2. Receive undisclosed compensation, incentives, bonuses, overrides, or other remuneration from 1) insurance carriers; 2) third-party administrators (TPAs); 3) pharmacy benefit managers (PBMs); 4) voluntary benefit providers; or 5) any vendor recommended to the County.
3. Have ownership, financial interest, or controlling interest in any vendor recommended to the County without full disclosure and prior written approval by the County.
4. Enter into any arrangement that creates a financial incentive to recommend one vendor, product, or strategy over another, unless such arrangement is fully disclosed and expressly approved by the County.
5. Fully disclose all compensation, including, but not limited to: 1) fees; 2) commissions; and 3) incentives.

6. Recommend proprietary or affiliated products or services to the County without 1) full written disclosure; 2) demonstration that such recommendation is in the County's best interest; 3) documentation of a competitive evaluation process.
7. "Steer" the County toward vendors or solutions that provide the winning bidder with greater financial benefit, absent documented, objective justification.

SCOPE OF WORK PROPOSAL REQUIREMENTS

Pursuant to instructions included in this RFP, Proposal Content Requirements, a bidder's proposal shall include a response to the following:

Vendor shall provide the following information in a separate section of their proposal entitled "Scope of Work Proposal Requirements". Vendors shall restate each question and then provide an efficient and comprehensive response. When asked to cite an example, vendors shall use the **Example Formatting**, below.

Example Formatting

1. Provide a brief description of the client, including number of employees and whether they're public or private.
2. Briefly describe the challenge or objective, including any financial, operational, or labor-related constraints.
3. Describe the solutions implemented, including –
 - a. Your firm's specific recommendations.
 - b. Your firm's role versus the client and other vendors.
 - c. Resources and tools used (and whether they will be available to the County).
 - d. Whether the proposed account team for the County was involved in this example.
4. Provide quantitative and qualitative results, including –
 - a. Financial impact (e.g., cost savings, trend reduction).
 - b. Utilization or behavior changes.
 - c. Employee satisfaction or engagement (if available).
 - d. Applicable benchmarks for comparison.

The County assumes that all services described in this Scope of Work Proposal Requirements section are included in your firm's base fee unless explicitly stated otherwise in this section and in your Cost Proposal.

General Terms

1. Please confirm that your firm can comply with the provisions described in the Brokerage Services & Conflict of Interest section of the Scope of Work. Describe the safeguards implemented by your firm to prevent any conflicts of interest.
2. Please confirm that your firm will comply with the requirements in the Meetings, Service Levels & Availability section of the Scope of Work. How much advance notice does your firm need for an in-person, ad-hoc meeting?
3. The agreement between the winning bidder and County will be in the Example Service Agreement format (**Exhibit E to this RFP**).
 - a. Please confirm that your firm has reviewed the Example Service Agreement and are able to comply with its terms and conditions, including the following Articles: 6 – Termination and Suspension, 8 – Indemnity and Defense, 10 – Inspections, Audits, and Public Records, 12.3 – Governing Law, 12.4 – Jurisdiction and Venue, Exhibit D – Insurance Requirements, and exhibits related to HIPAA and Data Security.
 - b. Please note any exceptions to the Example Service Agreement and provide a detailed remedy.

Experience and Qualifications

4. In the table below, please provide the general qualifications of your firm:

Is your firm licensed to conduct business in California?	
Is proof of your licensure provided in your response?	
How long has your firm provided the services described in the Scope of Work in California?	
How many public-sector clients with 1,000+ employees do you serve?	
How many California public-sector clients do you serve (regardless of size)?	
Total public-sector clients?	

5. Please complete the table below for the principal consultant and the team advising the County.

Name	Title	Years of Industry Experience	Years with Firm	Current Clients	Maximum Clients

6. Please confirm that your firm will replace a team member that the County feels is not providing satisfactory service. What level of input will the County have in vetting that person's replacement?

Strategic Benefits Consulting

7. Please cite an example (see **Example Formatting**, above) to demonstrate your firm's ability to develop or significantly innovate a successful workplace wellness program.
8. Please cite an example (see **Example Formatting**, above) to demonstrate your firm's approach to conducting a comprehensive assessment of an employer's health and welfare benefit programs and developing a multi-year benefits strategy.
9. Please cite an example (see **Example Formatting**, above) demonstrating your firm's approach to evaluating and implementing benefits-related technology and innovation.
10. Please cite an example (see **Example Formatting**, above) demonstrating your firm's capabilities and methodology for financial and actuarial analysis of employee benefit programs.
11. Please cite an example (see **Example Formatting**, above) demonstrating your firm's data analytics and reporting capabilities.

Vendor Procurement

12. In the table below, state how many RFP projects for these providers/services the County's proposed team completed in 2023, 2024, and 2025.

RFP/RFP Type	2023	2024	2025
Health Insurance			
Voluntary/Ancillary			
EAP Provider			
FSA/HSA Administrator			

13. Please cite an example (see **Example Formatting**, above) demonstrating your firm's strategy and capability to negotiate lower fees and/or enhanced benefits through the RFP/RFQ process.

Vendor Management

14. Please cite an example (see **Example Formatting**, above) demonstrating your firm's experience and capability related to self-insured government health insurance collectives, such as the SJVIA. In your example, please briefly describe your strategy to provide health insurance and wellness consulting services to the County when your firm is not the broker of record for medical, dental, and vision lines of coverage.
15. Please cite an example (see **Example Formatting**, above) demonstrating your strategy and tools to monitor the performance of vendors and ensure they are complying with agreements. In your example, please include an instance (if possible/applicable) where your firm intervened on behalf of the County to ensure the provision of satisfactory services and to remedy any errors as soon as possible.

Compliance & Regulatory Support

16. Please cite an example (see **Example Formatting**, above) demonstrating how you assist clients in complying with the Patient Protection and Affordable Care Act and the other applicable laws and regulations in the **Compliance and Regulatory Support** section of the Scope of Work.
17. Describe your firm's process for monitoring, notifying, and educating County staff regarding current or proposed laws and regulations that may impact County employee benefits. Please indicate whether the primary consultant assigned to the County will proactively provide notifications and coordinate educational briefings or guidance for County staff.

Communications

18. Please cite an example (see **Example Formatting**, above) demonstrating your firm's ability to create a successful Open Enrollment employee communication and education campaign.
- Please incorporate a brief description of the material customization process, including expectations of your clients and your firm's internal review process prior to sending materials to clients for review.
 - Please provide sample communication materials developed by your firm, preferably materials from the cited example.

COST PROPOSAL

The County of Fresno is seeking Cost Proposals where the winning bidder shall offset its fees with commissions it receives from all assignable employer- and employee-paid benefits. The winning bidder shall submit quarterly invoices to the County which detail commissions received during the preceding quarter and provide an accounting of the credit to the County or the balance due to the contractor.

Exhibit C to this RFP provides an example quarterly invoice with current commission information. Future commissions from current County benefits may be reassigned as follows:

- (a) Basic Life/AD&D (Voya/ReliaStar): 13.7% of premiums paid.
- (b) Supplemental Life (Voya/ReliaStar): 10% of premiums paid.
- (c) Accident (Voya/ReliaStar): 15% of premiums paid.
- (d) Critical Illness (Voya/ReliaStar): 15% of premiums paid.
- (e) Hospital Confinement (Voya/ReliaStar): 15% of premiums paid.
- (f) Long-term Disability (Standard Insurance): 10% of premiums paid.

- A. In the table below, provide the annual flat fee to provide the services described in the Scope of Work, for each year of the contract, based on a three (3) year contract term with two one (1) year renewals.

Contract Year:	1	2	3	4	5
Annual Fee:					

- B. Describe your firm's process to ensure that all assignable commissions are paid by vendors to ensure maximum offsetting of expenses to the County.
- C. Outline all performance guarantees and the monetary or other penalties associated with failure to meet such guarantees. In particular, failure to meet deadlines on projects, such as bid solicitation processes or Open Enrollment materials, are of concern to the County.
- D. Please list and briefly describe all services referenced in your proposal that **are not** included in the Annual Fee described in Section A of this Cost Proposal. Please include the cost of such services.
- E. Please list and briefly describe any optional services your firm can provide, but **did not** reference in your proposal. Please provide the cost of such services or state that the service is included in the Annual Fee described in Section A of this Cost Proposal.
- F. Identify any other charges or limitations not described in the previous responses.

AWARD CRITERIA

All proposals will be evaluated using the same criteria. While cost is important, other factors are also significant, and the County may not select the lowest cost proposal. The objective is to choose the proposal that offers the highest quality services and will best achieve the County's goals and objectives within a reasonable budget. Evaluations will be based on the criteria listed below:

Selection of the winning bidder will be based on the following criteria. Please note that the list below is **not** ordered by level of importance; proposals will be judged on how well they meet all criteria.

COST

- A. Cost, as submitted in the Cost Proposal section. The County intends to award the contract to the proposing firm whose proposal provides the greatest value to the County and its employees, considering both service levels and price.

CAPABILITY AND QUALIFICATIONS

- A. The vendor has an active license with the California Department of Insurance.
- B. The vendor has demonstrated its understanding of the needs of the County associated with providing the services described in the Scope of Work.
- C. The vendor has demonstrated that it has the resources, qualifications, and experienced staff to provide the consultation services described in the Scope of Work.
- D. The vendor has current relevant experience providing services to local governments and public agencies in California.
- E. Demonstrated capability to partner with San Joaquin Valley Insurance Authority's (SJVIA) consultant and participating entities while providing independent analysis, strategic guidance, and recommendations to ensure the County's employee benefit objectives, operational needs, and fiscal interests are effectively represented in benefit-related decision-making processes.

MISCELLANEOUS CRITERIA

- A. **Completeness of Response.** Responses to this RFP must be complete and include all proposal content requirements identified within this RFP and subsequent addenda (if applicable).
- B. **County of Fresno Contract Format.** Proposing firm's inclination and ability to accept the terms and conditions of the County of Fresno contract format, as provided in Exhibit E of the RFP.

MANAGEMENT PLAN

- A. The vendor has demonstrated that its organizational plan and management structure are adequate and appropriate for comprehensive implementation of the requested consultation services.

PROPOSAL CONTENT REQUIREMENTS

It is required that the vendor submit his/her proposal in accordance with the format and instructions provided under this section.

- I. RFP PAGE 1 AND ADDENDUM(S) PAGE 1 (IF APPLICABLE) completed and signed by participating individual or agency.
- II. COVER LETTER: A one-page cover letter and introduction including the company name and address of the bidder and the name, address and telephone number of the person or persons to be used for contact and who will be authorized to make representations for the bidder.
 - A. Whether the bidder is an individual, partnership or corporation shall also be stated. It will be signed by the individual, partner, or an officer or agent of the corporation authorized to bind the corporation, depending upon the legal nature of the bidder. A corporation submitting a proposal may be required before the contract is finally awarded to furnish a certificate as to its corporate existence, and satisfactory evidence as to the officer or officers authorized to execute the contract on behalf of the corporation.
- III. TABLE OF CONTENTS
- IV. CONFLICT OF INTEREST STATEMENT: The Contractor may become involved in situations where conflict of interest could occur due to individual or organizational activities that occur within the County. **The Contractor must provide a statement addressing the potential, if any, for conflict of interest and indicate plans, if applicable, to address potential conflict of interest.** This section will be reviewed by County Counsel for compliance with conflict of interest as part of the review process. The Contractor shall comply with all federal, state and local conflict of interest laws, statutes and regulations.
- V. TRADE SECRET:
 - A. Sign where required.
- VI. CERTIFICATION – DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS
- VII. REFERENCES
- VIII. PARTICIPATION
- IX. EXCEPTIONS: This portion of the proposal will note any exceptions to the requirements and conditions taken by the bidder. If exceptions are not noted, the County will assume that the bidder's proposals meet those requirements. The exceptions shall be noted as follows:
 - A. Exceptions to General Conditions.
 - B. Exceptions to General Requirements.
 - C. Exceptions to Specific Terms and Conditions.
 - D. Exceptions to Scope of Work and/or Scope of Work Proposal Requirements.
 - E. Exceptions to Proposal Content Requirements.
 - F. Exceptions to any other part of this RFP.
- X. VENDOR COMPANY DATA: This section should include:
 - A. A narrative which demonstrates the vendor's basic familiarity or experience with problems associated with this service/project.
 - B. Descriptions of any similar or related contracts under which the bidder has provided services.
 - C. Descriptions of the qualifications of the individual(s) providing the services.

- D. Any material (including letters of support or endorsement) indicative of the bidder's capability.
 - E. A brief description of the bidder's current operations, and ability to provide the services.
 - F. Copies of the audited Financial Statements for the last three (3) years for the agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**
 - G. Describe all contracts that have been terminated before completion within the last five (5) years:
 - 1. Agency contract with
 - 2. Date of original contract
 - 3. Reason for termination
 - 4. Contact person and telephone number for agency
 - H. Describe all lawsuit(s) or legal action(s) that are currently pending; and any lawsuit(s) or legal action(s) that have been resolved within the last five (5) years:
 - 1. Location filed, name of court and docket number
 - 2. Nature of the lawsuit or legal action
 - I. Describe any payment problems that you have had with the County within the past three (3) years:
 - 1. Funding source
 - 2. Date(s) and amount(s)
 - 3. Resolution
 - 4. Impact to financial viability of organization.
- XI. SCOPE OF WORK:
- A. Bidders are to use this section to describe the essence of their proposal.
 - B. This section should be formatted as follows:
 - 1. A general discussion of your understanding of the project, the Scope of Work proposed and a summary of the features of your proposal.
 - 2. A detailed description of your proposal as it relates to each item listed under the "Scope of Work Proposal Requirements" section of this RFP. Bidder's response should be stated in the same order as are the "Scope of Work Proposal Requirements" items. Each description should begin with a restatement of the "Scope of Work Proposal Requirements" item that it is addressing. Bidders must explain their approach and method of satisfying each of the listed items.
 - C. When reports or other documentation are to be a part of the proposal a sample of each must be submitted. Reports should be referenced in this section and submitted in a separate section entitled "REPORTS."
 - D. A complete description of any alternative solutions or approaches to accomplishing the desired results.
- XII. COST PROPOSAL: Proposals may be prepared in any manner to best demonstrate the worthiness of your proposal. Include details and rates/fees for all services, materials, equipment, etc. to be provided or optional under the proposal.
- XIII. CHECK LIST

TRADE SECRET ACKNOWLEDGEMENT

Each proposal submitted is public record under the California Public Records Act (Cal. Gov. Code, secs. 7920.000 and following) and is therefore open to inspection by the public as required by Section 7922.525 of the California Government Code. The County will not exclude any proposal or portion of a proposal from treatment as a public record except information that it is properly submitted as a "trade secret" (described below) and determined by the County to be a "trade secret" (if not otherwise subject to disclosure, as stated below).

Information submitted as "proprietary", "confidential" or under any other terms that might state or suggest restricted public access will not be excluded from treatment as public record.

A general description of a "trade secret" is information, including a formula, pattern, compilation, program, device, method, technique, or process that derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use and is the subject of efforts to maintain its secrecy.

Requirements for Consideration as a Trade Secret:

1. Information must be submitted in a separate PDF file titled "Trade Secret"
2. Information must include a clear and concise statement that sets out the reasons the information qualifies as a Trade Secret.
3. Information must conform to the above description of a Trade Secret.

Information submitted by a bidder as trade secret will be reviewed by County of Fresno's Purchasing Division, with the assistance of the County's legal counsel, to determine conformance or non-conformance to the foregoing description.

Information that is properly identified as "trade secret" and which the County determines to conform to the description will not become public record (if not otherwise subject to disclosure, as stated below). The County will safeguard this information in an appropriate manner, provided however, in the event of a request, demand, or legal action by any person or entity seeking access to the trade secret information, the County will inform the bidder of such request, demand, or legal action, and the bidder shall defend, indemnify, and hold harmless the County, including its officers and employees, against any and all claims, liabilities, damages, or costs or expenses, including attorney's fees and costs, relating to such request, demand or legal action, seeking access to the trade secret information.

Information submitted by bidder as trade secret and determined by the County not to be in conformance with the above requirements for consideration as a trade secret shall not be treated as a trade secret.

The County shall not in any way be liable or responsible for the disclosure of any proposals or portions thereof, if (1) they are not electronically submitted in a separate PDF that is marked "Trade Secret"; or (2) disclosure thereof is required or allowed under the law or by order of court.

Bidders are advised that the County does not wish to receive trade secrets and that bidders are not to supply trade secrets unless they are absolutely necessary.

BIDDER MUST CHECK ONE OF THE FOLLOWING:

Has bidder complied with all of the requirements for consideration as a trade secret listed above?

By marking "**NO**", bidder does not claim any bid information submitted to the County is a trade secret.

_____ **YES** _____ **NO**

I have read and understand and agree to the above "Trade Secret Acknowledgement."

ACKNOWLEDGED AND AGREED BY BIDDER:

Signature	Date
Print Name	Title

DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as “Bidder”):

1. Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - a. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - b. violation of a federal or state antitrust statute;
 - c. embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - d. false statements or receipt of stolen property
2. Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

Disclosure of the above information will not automatically eliminate a Bidder from consideration. The information will be considered as part of the determination of whether to award the contract and any additional information or explanation that a Bidder elects to submit with the disclosed information will be considered. If it is later determined that the Bidder failed to disclose required information, any contract awarded to such Bidder may be immediately voided and terminated for material failure to comply with the terms and conditions of the award.

Any Bidder who is awarded a contract must sign an appropriate Certification Regarding Debarment, Suspension, and Other Responsibility Matters. Additionally, the Bidder awarded the contract must immediately advise the County in writing if, during the term of the agreement: (1) Bidder becomes suspended, debarred, excluded or ineligible for participation in federal or state funded programs or from receiving federal funds as listed in the excluded parties list system (<https://sam.gov/content/home>); or (2) any of the above listed conditions become applicable to Bidder. The Bidder will indemnify, defend and hold the County harmless for any loss or damage resulting from a conviction, debarment, exclusion, ineligibility or other matter listed in the signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS****INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____

Date: _____

(Printed Name & Title)

(Name of Agency or Company)

REFERENCE LIST

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR PROPOSAL

Firm: _____

Provide a list of at least five (5) customers for whom you have recently provided similar services. If you have held a contract for these or similar services with the County of Fresno within the past seven (7) years, list the County as one of your customers. Please list the person most familiar with your contract. Be sure to include all requested information.

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Project Date: _____
 Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFP.

PARTICIPATION

The County of Fresno is a member of the California Association of Public Procurement Officials (CAPPO) Central Valley Chapter. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

*** Note: This form/information is not rated or ranked for evaluation purposes.**

☐

Yes, we will extend contract terms and conditions to all qualified agencies within the California Association of Public Procurement Officials (CAPPO) Central Valley Chapter and other tax supported agencies.

☐

No, we will not extend contract terms to any agency other than the County of Fresno.

(Authorized Signature)

Title

CHECK LIST

This Checklist is provided to assist vendors in the preparation of their RFP response. Included are important requirements the bidder is responsible to submit with the RFP package in order to make the RFP compliant.

Check off each of the following (*if applicable*):

1. _____ Signed cover page of Request for Proposal (RFP).
2. _____ Check <http://www.FresnoCountyCA.gov/departments/internal-services/purchasing/bid-opportunities> for any addenda.
3. _____ Signed cover page of each Addendum.
4. _____ Provide a Conflict of Interest Statement.
5. _____ Signed *Trade Secret Form* as provided with this RFP (Trade Secret Information, if provided, must be electronically submitted in a separate PDF file and marked as Confidential).
6. _____ Signed *Criminal History Disclosure Form* as provided with this RFP.
7. _____ Signed *Participation Form* as provided with this RFP.
8. _____ The completed *Reference List* as provided with this RFP.
9. _____ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP.
10. _____ Bidder's proposal, in PDF format, electronically submitted to the Bid Page on Public Purchase.
11. _____ Bidder's response does not contain any links as stated in Bid Instructions

Return Checklist with your RFP response

EXHIBITS

- A. County Benefit Guides**
- B. Benefits Enrollment**
- C. Example Invoice**
- D. Current Agreement with USI**
- E. Fresno County Example Service Agreement**