



Patricia A. Peshka
Purchasing Agent

Joseph J. Solomon
Mayor

City of Warwick
Purchasing Division
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Warwick, Rhode Island 02886
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The following notice is to appear on the City of Warwick's website Wednesday, December 11, 2019. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

RFP2020-251 Healthcare Dependent Eligibility Audit

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Wednesday, December 11, 2019. **Please note that our office will be closing at 12:00pm on Tuesday, December 24, 2019 and will reopen on Thursday, December 26, 2019 at 8:30am.**

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Tuesday, December 31, 2019. The bids will be opened publicly commencing at 11:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards will be made on the basis of the lowest evaluated or responsive bid price. Please note that no bids can be accepted via email or fax.

The City of Warwick, in addition to soliciting bids in response to this bid, may consult, consider, and make an award for any and all open bid offers for a comparable unit as sought herein at the following websites:

RI State MPA: <http://www.purchasing.ri.gov/MPA/MPASearch.aspx>

NASPO: <https://www.naspo.org/>

NJPA (National Joint Powers Alliance): <https://www.njpacoop.org/cooperative-purchasing>
MHEC (Massachusetts Higher Education Consortium): <https://www.mhec.net/>

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the bid opening date.

Patricia A. Peshka
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PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

Acknowledgement of Addendum (if applicable)

Addendum Number	Signature of Bidder
_____	_____
_____	_____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

*Please include your email address. Future bids will be emailed, unless otherwise noted.

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II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor, accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____
RFP2020-251

Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid.
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statues, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered in any way**

**CITY OF WARWICK
NOTICE TO BIDDERS**

RFP2020-251 Healthcare Dependent Eligibility Audit

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids will be accepted via facsimile or email.

The opening of bids will be in the order established by the posted agenda and the agenda will continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid will be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original and three (3) copies in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP2020-251 Healthcare Dependent Eligibility Audit."

All proposals submitted become the property of the City and will not be returned. If the company intends to submit **confidential or proprietary information** as part of the proposal, **any limits on the use or distribution of that material should be clearly delineated in writing. This information should be submitted in a sealed envelope, clearly labeled confidential** and where it should be submitted in the response. Please be advised of the Freedom of Information Act as it may pertain to your submittal.

Should you have any questions, please contact Jean Bouchard, Personnel Director at 401-738-2011.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is open.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder must indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The IRS Form W-9 available on www.warwickri.gov should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

The successful bidder must provide the City of Warwick with an original **Certificate of Insurance** for Professional Liability in a minimum amount of \$1 million. The certificate of insurance must have the bid name and bid number. It is the vendor's responsibility to provide the City of Warwick with an updated certificate of insurance upon expiration of the original certificate.

For a bid to be awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Purchasing Agent a **Certificate of Good Standing** from The Rhode Island Secretary of State dated no more than thirty (30) days prior to the date upon which the bid approval was made. **Please note that no other State's Certificate of Good Standing will be accepted.**

The successful bidder will provide said **Certificate of Insurance** and **State of Rhode Island's Certificate of Good Standing** (if required) within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm from the time of award, up to the selection and final approval by City Council through the audit being completed and reports furnished. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The successful bidder must comply with all Rhode Island Laws applicable the public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the

Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City will incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor will be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit will be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick will be the sole responsibility of and will be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents bid or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick will be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement will cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

HEALTHCARE DEPENDENT ELIGIBILITY AUDIT

SCOPE OF SERVICES

1. SCOPE OF WORK SUMMARY

The City of Warwick is seeking Qualification Statements and Fee Proposals from consulting firms for a healthcare dependent eligibility audit of the City non- school employee dependents.

2. STATEMENT OF THE PROJECT

The City of Warwick intends to verify the eligibility of all employee dependents covered by the City's healthcare plans. The City of Warwick has 818 family health plans that consist of the current active and retiree's under 65.

3. SCOPE OF SERVICES

The City of Warwick is seeking Qualification Statements and Fee Proposals from qualified consulting firms to provide all necessary notices to employees, document verification, and a live call center available to provide assistance to employees in the verification process. The consultant shall work with the City to understand which dependents are eligible for healthcare coverage. The consultant in conjunction with the City will then prepare a notice to employees explaining the audit process, the nature of documents required to verify eligibility, and all deadlines for document submission. Upon receipt of documents, the consultant will verify the eligibility of all dependents. The consultant will conduct weekly conference calls with the City's project team to discuss progress and provide a weekly status report summarizing the results to date. The consultant shall at the vendor's expense prepare a compliance plan in the event of a low response rate due to failure to provide adequate documentation by the deadline.

At the conclusion of the project and compliance initiative, the consultant will provide a report identifying those dependents who were removed voluntarily by an employee, those removed due to failure to provide adequate documentation by the deadline, and those removed by the employee's failure to respond. Preparation of a report and meeting with the City Administration and City Council. Provide Fifteen (15) original copies of the report of the audit in addition to the report in .PDF form.

4. SUBMISSION REQUIREMENTS

The RFP response shall summarize the key aspects of the project, the names of the persons who will actually be assigned to the City's project, the Consultant's representative who will be the overall manager of the project; all key experts and proposed sub consultants, along with the requirements within this specification. Along with a detailed scope of services, the consultant shall include a time schedule showing estimated time to complete the project. The City may at its discretion, request interviews with the firms to discuss the Consultant's qualifications, their detailed approach to the project and any information deemed to assist in the selection process; questions from the selection committee; and a brief closing summary by the Consultant of key points previously discussed.

General Requirements

All bidders must adhere to the requirements for proposal submissions as listed below. Failure to do so may adversely affect a bidder from consideration.

- (a) A letter of transmittal indicating that the proposal is valid for at least 60 days from the date of submission.
- (b) A statement acknowledging that all the information contained in the proposal is factual and accurate.
- (c) A statement indicating that the individual submitting the proposal has the authority to bind the firm to all of the provisions contained in this RFP and to the firm's corresponding proposal.
- (d) A completed chart of the costs associated with the proposal and an additional sheet attached to the proposal containing additional fees, if any.

5. QUALIFICATIONS AND STABILITY OF THE FIRM

5.1 Qualifications – Experience and Stability of the Firm

The Responding firm should have a minimum of 10 years' experience in health consulting, and at least 5 years' experience in consulting for a minimum of 3 other municipalities and or school districts within the region of the Rhode Island, Massachusetts or the Connecticut tristate area. Responders must provide a list of other municipalities or school districts for whom they have performed similar services.

5.2 Qualifications – Experience of the Consultants

The principal individual consultants who would be assigned to handle the City's needs should have at least 10 years of experience as a health and dental insurance consultant with a minimum of 5 years of experience with municipalities and or school districts within the region of the Rhode Island, Massachusetts or Connecticut tristate area. Responders must provide resumes of the principal individual consultants who would be assigned to the City of Warwick. These individuals should provide a listing of other engagements where services of the kind sought in this RFP were performed. Such listing should also provide the names of contact persons who supervised such engagements.

5.3 Other Qualifications

The City will also base its selection upon other factors, including, but not limited to; the responders knowledge and technical competence, ability to complete the work in a timely manner, its understanding of the work required including but not limited to its methodology and implementation of notices to employees, obtaining document verification, and the form and format of the live call center available to provide assistance to employees in the verification process.

5.4 Sub-contractors

If a Respondent intends to utilize a sub-contractor to perform some of the work under this RFP, such fact must be revealed in the response along with the name of the firm of the intended subcontractor.

5.5. Description of Company, Key Personnel, Schedule, References, and Fee's

A. Company Profile

Provide a description of the firm indicating the services offered and the firm's experience - particularly, the firm's experience on projects of this nature. Indicate the office where this project would be conducted. Local firms having their principal place of business within the City limits shall be given due consideration, all things being equal in the Proposal. Also under consideration will be the Quality of work performed previously by the firm for the City of Warwick, if any.

B. Key Personnel

Provide the names of the key personnel who will be assigned to this project (provide an organizational chart). The City is interested in obtaining information regarding the key management personnel and staff to be assigned to this project. Particular emphasis should be placed on the Project Manager who the City sees as the most critical person on the project team.

C. Project understanding and Technical Approach

Provide a general understanding of the project to be undertaken based on previous experience of a similar nature and your understanding of the scope. Include a description of your approach to the project. Indicate the critical issues to be addressed during the course of this contract. This section of the response is to include a one-page project schedule of key elements and stages.

D. Schedule

Provide a schedule indicating time frame for completing the project. Record of firm in accomplishing work on other, similar projects in required time frame;

E. References

Please provide the names of three references who can best relate to the Town your past performance on projects of a similar nature. Provide the name, recently verified phone number and address of these individuals.

F. Fee Proposal

The Consultant shall provide a lump sum fee for completing the project. Respondents shall submit a comprehensive cost proposal that would include all of the above services. Responders must list any fee's not included in the lump sum bid separately as well as the estimated cost of such additional fees.

G. Evaluation of Responders

The weight given in evaluating Responders shall be as follows:

Cost	30%
Experience of the Principals	20%
Project understanding and Technical Approach	20%
Stability of the Firm	15%
Other Qualifications/Live call center	15%

The City shall select a firm for this project based on its stability, experience, Project understanding and Technical Approach, ability to complete the work, and its fee. The City reserves the right to hold interviews of qualified firms if it deems necessary.

H. Review and Evaluation

An individual or a committee will be assigned to review and evaluate all RFPs submitted. Said individual or committee shall make a recommendation to the City Council based upon the evaluation criteria set forth herein.

I. Selection

The City will make the selection of the successful bidder based upon what best meets the needs of the City. The City also reserves the right to reject all proposals.

J. Award

The successful bidder will be notified within 10 days of the date that such proposal is approved by the City Council.

6. TELEGRAPHIC MODIFICATION.

Any Proposer may modify their Proposal by telegraphic communication at any time prior to the scheduled closing time for receipt of Proposals, provided such telegraphic communication is received by the City prior to the closing time, and, provided further, the City is satisfied that a written confirmation of the telegraphic modification over the signature of the Proposer was mailed prior to the closing time.

“HEALTHCARE DEPENDENT AUDIT”

All the above work, known as the "Proposal" is to be performed in accordance with the specification.

The City of Warwick acting through its Purchasing Agent reserves the right to reject any or all bids or any part thereof, to waive defects in the same or to accept any proposal deemed to be in the best interest of the City of Warwick. "Individuals requiring interpreter services should contact the Purchasing Division at 401-738--2013 or in writing at least forty eight (48) hours in advance of the scheduled bid opening.

7. Term

The term of the contract will begin at time of award of the selection and final approval is given to the Consultant Firm Company by City Council until completion of the audit and all required work required in this proposal is performed and the project and the reports are finalized. The City will be seeking proposals for a term of one year.

8. Costs

Responders shall use the pricing chart on page 12 of this RFP to present the costs of their proposal. Please attach additional information if needed for pricing.

9. Inquiries

Respondents with questions concerning this RFP should contact Jean Bouchard, Personnel Director, at (401) 738-2011.

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

(PRICING SHEET MAY NOT BE CONFIDENTIAL)

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP2020-251 Healthcare Dependent Eligibility Audit

I. PROPOSAL:

WHEREAS, the CITY OF WARWICK has duly asked for proposals for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the proposal price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this proposal or another proposal on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the proposal into a contract. This proposal and contract shall be secured by Bonds, if required by the specifications.

COST OF THE PROPOSAL

Cost for this services as outlined in this RFP Lump Sum Amount for Audit	\$
Any Additional Costs	\$
Total Cost	\$