

# **BOARD OF COMMISSIONERS OF CANDLER COUNTY**

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May 13, 2020

## **REQUEST FOR QUALIFICATIONS**

### **PRIMARY AND ANCILLARY HEALTH AGENT/BROKER**

Notice is hereby given that Candler County, Georgia is soliciting qualifications for a Primary and Ancillary Health Insurance Agent/Broker.

Qualifications will be accepted at the Candler County Commission's Office at 1075 E Hiawatha St, Suite A, Metter, Georgia until 3:00 PM on Wednesday, June 10<sup>th</sup>. This deadline may be extended or revised at the election of Candler County, Georgia. All untimely submissions will not be considered and will be returned to the vendor unopened. Responses deemed not to comply with the requirements of this request will be rejected.

All vendors shall be required to possess and maintain any and all necessary licenses and certifications to provide health insurance agent/brokerage services. It shall be the responsibility of all vendors responding to this request to familiarize themselves with the insurance needs of the County and specified in the request.

No proposal submitted in response to this request shall be withdrawn for a period of ninety (90) days subsequent to the final submission date. Candler County, Georgia reserves the right to reject any and all proposals, to waive any and all non-substantial irregularities in proposals received in response to this request, to award in whole or in part based on qualifications of the submissions, and to act in the best interest of the County.

### **INSTRUCTIONS**

Vendors desiring to submit qualifications shall submit sealed proposals, which shall include one original and one digital version of the original in PDF format. It is the responsibility of the vendor to ensure that its response conforms with the detailed submittal instructions. Sealed proposals must be received at the Office of the Board of Commissioner's no later than the date and time

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(912) 685-2835 FAX (912) 685-4823

listed above. Proposals submitted by telephone, facsimile, or another format shall be rejected. Proposals must be marked, "Candler County Health Insurance Agent RFQ".

### NO LOBBYING

No vendor submitting a response to this request shall lobby, directly or indirectly any member of the Candler County Commission, the Candler County Administrator, the Candler County Clerk, or the Candler County Attorney. This shall include, but not be limited to, requests for individual meetings to discuss services and products, solicitations of meetings of introduction, or communications of any type describing services and products that can be provided by the vendor.

### SCOPE OF SERVICES

Vendors submitting qualifications shall submit the following:

- 1) Provide the County with a letter, not to exceed two (2) pages, which serves as a statement of interest and introduction to the submittal;
- 2) Provide a statement of incorporation of the entity: The names of representatives, professional/work background and qualifications, with titles and areas of expertise, who will be directly responsible for this project;
- 3) The name of the any agent who is authorized to negotiate with Candler County, Georgia;
- 4) Provide the County with a complete list of all primary health care providers for which the vendor is licensed and authorized to broker coverage;
- 5) Provide the County with a complete list of all ancillary health care providers for which the vendor is licensed and authorized to broker coverage;
- 6) Provide the County with a listing of convenience services which the vendor is able to provide in support of its services such as, but not limited to; online benefits management portal, consolidated benefits portal, etc.
- 7) Candler County requires vendors to submit a minimum of three (3) verifiable references from similar scopes of work as referenced in this request. Failure to provide references that verify the required experience shall cause the vendor to be deemed non-responsive.
- 8) Provide the County with a history of the vendor's business including experience and a description of services offered in conjunction with the provision of agency/brokerage services;
- 9) Provide the County with a description of the vendor's compensation model for services provided under the agency/broker arrangement, to include specific terms of compensation with the agency's providers

### USE OF CONSULTANTS

Candler County reserves the right to engage consultants, insurance specialists, peer review groups, and others as determined by the County to assist the County in the evaluation of proposals submitted in response to this request.

### DETERMINATION OF BEST RESPONSIBLE PROPOSAL

In determining the best responsible proposer there will be considered the following:

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- 1) The ability, capacity and skill of the proposer to perform health care agent services;
- 2) The character, integrity, reputation, judgement, experience, and efficiency of the proposer;
- 3) Prior dealings with the proposer, if any;
- 4) The sufficiency of financial resources and ability of the proposer;
- 5) Such other factors as appear to the County Commission of Candler County, Georgia to be pertinent to the proposal under all the circumstances involved.

### EVALUATION OF RESPONSES

The Candler County Administrator, together with any independent expert or specialist hired by the County, shall evaluate each response to this request that conforms to the specifications outlined in this request. All responses to this request shall be available for independent review by any County Commissioner at any time following the public opening of the responses. The County Administrator shall make a recommendation to the Candler County Board of Commissioners as soon as practicable following the review specified in this article. The Candler County Board of Commissioners may elect to adopt the recommendation of the County Administrator, and may accept a response other than the one recommended by the County Administrator, or they may reject all responses and reopen the proposal process. In awarding the contract outlined by this request, the Candler County Board of Commissioners shall not be obligated to accept the lowest price or cost outlined in any response, but shall be entitled to consider all non-economic factors and shall act in what each Commissioner shall deem in the best interest of Candler County, Georgia.

Candler County is an Equal Opportunity Employer. Local, minority, female-owned and small businesses are encouraged to submit proposals. Candler County reserves the right to reject any and all proposals.

Questions regarding this RFQ may be submitted via email to [baasheim@candlerco-ga.gov](mailto:baasheim@candlerco-ga.gov) with the subject title "Candler County Health Insurance RFQ".

BRYAN AASHEIM  
COUNTY ADMINISTRATOR