



BUNCOMBE COUNTY REQUEST FOR PROPOSALS EMPLOYEE BENEFIT CONSULTANT

REQUEST FOR PROPOSALS

I. Scope of Work

The purpose of this Request for Proposal (RFP) is to solicit proposals from consultants to provide consultation for Buncombe County's group health insurance and other benefit programs.

Buncombe County desires a qualified consultant with demonstrated experience. The consultant must be reputable with established benefit consultation experience to organizations similar in size and have the capability to offer other services including but not limited to data analytics, wellness offerings, and brokerage services.

The consultant must have the capability and experience to: analyze plan utilization; develop solutions with data and predictive modeling resources; make plan recommendations for cost containment or savings; and have experience with federal legislation affecting plans, consumer-driven health plans, stop-loss reinsurance coverage, pharmacy programs, on-site clinics, GASB pronouncements relating to post-employment benefits, TPA/ASO negotiations and other employee benefit and welfare programs.

II. Background

Buncombe County currently has 1601 employees. The County's Health Plan has 1729 subscribers consisting of employees and retirees and covers 3930 total lives. The Dental Plan has 1372 subscribers and covers 2955 total lives. The County's ancillary vision plan has 496 subscribers and covers 953 lives. The County self-funds its health and dental plans to the tune of approximately \$33 million dollars. BCBSNC is the TPA/ASO and provides network services and coordinates the pharmacy benefits through Prime Therapeutics. The County's stop-loss is currently a no laser policy with BCBSNC for claims over \$200,000. The County has a disease management program for diabetes, high cholesterol, high blood pressure, depression and asthma run by Piedmont Pharmaceutical Care Network, LLC with an enrollment of approximately 140 members. The County also operates its own employee health clinic.

III. Scope of Services

1. Assist the County in making data driven health care decisions based on analyzing the County's health care data and using predictive modeling.

2. Recommend modifications to the design, cost (rates), premiums/premium equivalents, and quality of current employee and retiree health insurance plans and programs.
3. Recommend best practices with supporting data and other client comparison for health insurance and benefit welfare programs.
4. Participate in negotiations with health and welfare providers on matters such as, but not limited to, premium rates, administration rates, stop loss rates, benefit levels, performance standards and guarantees, agreement terms and conditions, quality assurance standards, utilization and performance reports, statistical and/or financial reports, and plan specific data such as medical conditions, prescription drugs, high cost procedures, in-patient data, etc.
5. Provide brokerage services for the County's ancillary benefits.
6. Provide information on successful wellness programs and initiatives, including but not limited to program structure, types of programs offered, incentive programs, participant/usage tracking, etc.
7. Obtain stop-loss reinsurance coverage.
8. Regularly and timely, communicate changes and proposed changes in state and federal statutes and regulations that may affect the employee and retiree benefit plans and programs. Recommend procedures and/or policies the County should implement to comply with federal and state statutes and regulations.
9. Review and prepare an analysis of all reports submitted by plan providers and TPAs. Make recommendations regarding the format and content of the reports. Recommend additional reports as needed.
10. Have experience with GASB pronouncements relating to post-employment benefits.
11. Provide research and responses to technical questions posed by County staff.
12. Provide general guidance on items such as trends in benefit plans, "best practices," methods for improving cost containment, financial arrangements, and administration.
13. Maintain full and accurate records with respect to all matters and services provided to the insurance plans and programs. At the request of staff, provide all spreadsheets, assumptions, and calculations upon completion of any project performed on behalf of the insurance plans and programs.
14. Be available to meet and consult with staff as needed.
15. Present information to governing boards as needed.

IV. Selection Criteria

1. Demonstration of the consultant's ability to successfully complete all requirements as specified in the Scope of Work, including what methods will be employed.
2. Cost of Services.
3. Experience in similar consulting services.
4. Qualification of project staff, including internal staff and/or staff that may be involved in duties being outsourced.
5. Performance History (References).

V. General Information & Questions

All inquiries and questions concerning this RFP shall be directed in writing to the Procurement Manager, Ron Venturella at ron.venturella@buncombecounty.org. The deadline for submitting questions is April 19, 2019 5:00pm. Responses to questions will be published for all participants to view by April 26, 2019 5:00pm.

VI. Instructions for submitting proposals

Submission of Proposals

Proposals will be received until 4:00 p.m., May 3, 2019. All proposals may be submitted in a sealed envelope(s) or electronically submitted via email and properly identified with the name:

RFP: EMPLOYEE BENEFITS CONSULTANT 2019

Proposals must be submitted no later than the time and date specified. Proposals may be hand-delivered or emailed to:

Ron Venturella, Procurement Manager
200 College Street, Suite 450B
Asheville, North Carolina 28801
Phone: (828) 250-4154

E-mail: ron.venturella@buncombecounty.org

The County's capacity for email attachments is 9mb. It is the bidder's responsibility to ensure the proposal is received prior to the proposal acceptance time. Late proposals will not be accepted. The County reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the County.

VII. Term

The term of the agreement shall be for three years.

VIII. Limitations

This Request for Proposal does not commit Buncombe County to award a contract, pay any costs incurred in preparation or travel to Buncombe County, NC to present a proposal to this request, or to procure or contract for services.