



EMPLOYEE BENEFITS CONSULTING SERVICES

Program Estimated Cost – \$999,999.00

RFP-1588-Verification of Availability

September 14, 2020

SBD is attempting to place a Small Business Measure on **RFP-1588**. Please review this document to determine if your firm would be able **provide the contract's scope of services and is willing to participate on this solicitation**. If your firm is interested, please include ***a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document***.

The deadline to respond to this Verification of Availability is 4:00 p.m., September 16, 2020.

Jacqueline Stewart

SBD Capital Improvement Project Specialist

Miami-Dade County Internal Services Department – Small Business Development

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Email: jdavis@miamidade.gov

“Help stimulate Miami’s economy by supporting Small Businesses”

Please familiarize yourself with the Project Review Process Website: <http://www.miamidade.gov/smallbusiness/projects-under-review.asp>

VERIFICATION OF AVAILABILITY TO BID

INTERNAL SERVICES DEPARTMENT (ISD)
SMALL BUSINESS DEVELOPMENT (SBD) DIVISION
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19th FLOOR
MIAMI, FLORIDA 33128
PHONE: 375-3164 **FAX: 375-3160**

CONTRACT SPECIALIST: **Jacqueline Stewart**

I am herewith submitting this letter of verification of availability and capability to bid, provided the proposed scope of work attached. (**NOTE:** Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE: EMPLOYEE BENEFITS CONSULTING SERVICES

PROJECT NUMBER: RFP-1588

Estimated Contract Amount: \$999,999.00

(Scope of work and minimum requirements for this project are attached.)

NAME OF FIRM

ADDRESS **CITY** **ZIP CODE**

Certification Expires: _____

DATE: _____

Telephone: (____) _____ - _____

PRINT NAME AND TITLE

SIGNATURE OF COMPANY REPRESENTATIVE **DATE**

Please complete the following:

Currently Awarded Projects (Name of Project and Owner)	Project Completion Date	Contract Amount	Anticipated Awards

1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITIONS

1.1 Introduction

Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Human Resources Department, is soliciting proposals from qualified and experienced firms interested in providing a broad range of actuarial and benefits consulting services in support of the County's Employee Benefits Program. The selected Proposer shall give the County's projects top priority and appoint a lead managing consultant with a staff of supporting consultants who will, respond timely, and perform effectively, the work orders required by the County.

The County anticipates awarding a contract for a three year period, at the County's sole discretion.

Does your firm understand the Introduction in its entirety as listed in Section 1.1? Yes No

2.0 SCOPE OF SERVICES

2.1 Background

The County's Employee Benefits Program, administered by the Benefits and Employee Support Services Division of the Human Resources Department, provides a wide array of benefits to eligible employees, retirees, Consolidated Omnibus Budget Reconciliation (COBRA) participants, and eligible dependents. Benefit plans include group medical, dental, vision, basic life, supplemental life, disability, legal, Florida Retirement System administered pension benefits, and Internal Revenue Service (IRS) Section 125 flexible spending accounts and Sections 457(b) and 401(a) tax-deferred retirement plans. The County operates on a fiscal year beginning October 1 and continuing through September 30. The majority of these benefits are currently offered on a calendar/plan year basis (January 1 through December 31).

Does your firm understand the Background in its entirety as listed in Section 2.1? Yes No

2.2 Objective

The County is committed to providing comprehensive, high quality, and cost-effective benefit plans and programs that provide optimum value to the County, its employees and retirees. The County, through this solicitation, intends to establish a strategic partnership with a benefits consulting firm that will support a methodical and outcome-based approach for the continued development and forecasting of the County's Employee Benefit Program, including the expansion of performance standards and effectiveness of all cost controls, while maintaining State and Federal regulatory requirements.

Does your firm understand the Objective in its entirety as listed in Section 2.2? Yes No

2.3 Proposer and Staff Qualification

The selected Proposer:

- A. Must be registered with the State of Florida, Division of corporations to do business in Florida.
- B. Must be an independent consulting firm and not affiliated with any insurance company, third party administration agency, or insurance provider network.
- C. Should have a minimum of ten (10) years of insurance consulting experience with public or private sector organizations with groups of 10,000 employees or greater.
- D. Proposed Lead Managing Consultant should hold a minimum of seven (7) years of experience in progressively responsible administrative oversight of public sector benefits and the application of State of Florida Regulations.

Does your firm meet ALL the qualifications as listed in Section 2.3? Yes No

2.4 Program Overview and Plan Group Benefits

The County currently offers eligible employees the following:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Wellness Program
- Basic Life Insurance
- Supplemental Life Insurance
- Flexible Spending Account
- Legal Plan
- Short and Long Term Disability
- Deferred Compensation
- COBRA
- Florida Retirement System (FRS)
- Life Insurance and AD&D – In line-of-duty (ILOD)
- Life Insurance– Special Risk (FL Statute)

For more details on the County's employee benefits please visit: <http://www.miamidade.gov/humanresources/benefits.asp>.

Does your firm understand Section 2.4 in its entirety? Yes No

2.5 General Requirements and Services to be Provided

The selected Proposer's responsibilities shall include, but are not limited to, the following:

A. Financial and Actuarial Services

1. Provide an evaluation of the actuarial soundness of the County's self-funded medical plan and supplemental plan for Medicare eligible retirees.
2. Prepare an annual Actuarial Certification filing of the self-funded medical plan, as required by the State of Florida's Department of Financial Services, Office of Insurance Regulations.
3. Provide annual financial forecasting of the County's self-funded medical plan, to include the supplemental plan, and prepare renewal projections reports.
4. Analyze financial data provided to the County by the Third Party Administrator for self-funded medical plan and validate proposed rates based on underwriting methodology. Assist the County in negotiating rate renewals with both the self-funded and fully-insured plan providers.

5. Conduct various financial studies, as necessary and requested by the County, including those required by the Governmental Accounting Standards Board (GASB).
6. Prepare data driven analysis (e.g., numerical, historical, demographic, actuarial, etc.) and present the annual Executive Summary Rate Analysis Report to the County's Labor Healthcare Committee based on those findings. Selected Proposer shall provide recommendations to the Labor Healthcare Committee that support the total program costs and proposed employer and employee annual medical insurance renewal rates.
7. Provide to the County required data for the accurate and timely reporting under the Patient Protection and Affordable Care Act (PPACA). At the County's request, the selected Proposer shall provide advice and interpretation of federal benefit regulations to complete reporting task.
8. Provide actuarially based cost projections for various plan design alternatives and improvements based on the review of current plan experience, as well as industry trends, variable enrollment assumptions and contribution strategies.

Can your firm meet ALL the requirements listed in Section 2.5A in its entirety? _____ Yes ___ No

B. Self-funded Plan Performance Monitoring and Auditing

1. Monitor the performance of, and compliance with, all established contractual requirements of the self-funded medical plan.
2. Secure statistical reports, etc., directly from the Third Party Administrator's depository to evaluate and ensure compliance with contracted performance standards levels. Selected Proposer shall ascertain financial penalties for performance noncompliance have been properly recorded and liquidated damages assessed against Third Party Administrator.
3. Conduct annual onsite claims audit of self-funded plans at Administrator's facility, as deemed necessary by the County, to include review and compliance with contractually-established:
 - Performance standards;
 - Payment accuracy of claims;
 - Coding accuracy of claims;
 - Claims turnaround time, and
 - Plan provisions accuracy.

Any errors identified by selected Proposer must be properly classified as financial or non-financial and presented in a written findings report annually, or upon completion of the audit, to the County's Project Manager.

4. Conduct annual audit of the Pharmacy Benefits Management (PBM) Program agreement for the review and compliance of all formulary rebates to determine if the County receives guaranteed rebate amounts, in accordance with contractual obligations.
5. Request directly from the Third Party Administrator the Quarterly Rebate and Annual Reconciliation Report for the purpose of its review and subsequent briefing of the County's Project Manager on findings and conclusions.

Can your firm meet ALL the requirements listed in Section 2.5B in its entirety? _____ Yes ___ No

C. Strategic Review of Benefit Plan Designs

1. Analyze current County plan designs and recommend changes as necessary, based on market analysis, legislation and availability, to better meet the County's Employee Benefits Program's service objectives and to provide opportunities for cost containment.
2. Assist in the preparation for, and participate in, the meetings held between labor bargaining units and the County to discuss benefit contract issues, such as cost estimates for new or upgraded/downgraded benefit programs and methodology for rate calculations. The selected Proposer shall smooth the progress of discussions between the two parties - addressing emerging trends, critical success factors, and the potential impact to the County. Selected Proposer shall also be available to conduct educational workshops/presentations on key legislation affecting employee benefits, for the benefit of County

Human Resources' employees, union officials, fiduciary administrators and other service providers, as specified by the County.

3. Provide technical support, as deemed necessary, to the County' Employee Benefits Program, in identifying and incorporating best plan and funding designs for all group benefits offered to County employees.
4. Provide professional legal consulting support and advice on the review of recommended plan amendments and for other benefits-related matters, as necessary, to ensure compliance with federal and state legislation.
5. Advise the County on short-term and long-term direction of benefits plan design and funding and explain any significant variations that would warrant redesign.
6. Advise the County in establishing strategic goals with respect to employee benefits and the Employee Wellness Management Program for the purpose of improving the overall health of employee population, and managing cost effectiveness.

Can your firm meet ALL the requirements listed in Section 2.5C in its entirety? _____ Yes ___ No

D. Federal, State and Local Legal Compliance, Research Services and Related Requirements

1. Provide research, advice and interpretation of federal, state and local benefit regulations and legislation. The selected Proposer shall provide interpretation of regulation and legislation, upon the County's request.
2. Provide professional legal consulting support and advice on specific service research, compliance related issues, and other general matters, as deemed necessary by the County.
3. Provide timely updates of proposed and effectuated changes in the legal environment that affect employee benefits (e.g. Employee Retirement Income Security Act (ERISA), PPACA, COBRA, Health Insurance Portability and Accountability Act (HIPAA), and (IRS) Sections 125, 457(b), 401(a), etc.), including any tax law newsletters or special advisories released.
4. Review plan design documents of self-funded medical and IRS Section 125 flexible benefits plans, and Sections 457(b) and 401(a) tax-deferred retirement plans, for compliance with applicable governing laws.
5. Obtain IRS private letter rulings for the County, as necessary and applicable, at the discretion of the County, in consultation with the selected Proposer.
6. Ensure compliance with all provisions/requirements of the PPACA.

Proposer's personnel performing these services must possess knowledge of Florida law as it pertains to employee benefits for political subdivisions of the State.

Can your firm meet ALL the requirements listed in Section 2.5D in its entirety? _____ Yes ___ No

E. Development of Request for Proposals (RFP), Proposal Review and Negotiations

1. Provide assistance and technical expertise in reviewing competitive RFPs, including the establishment of appropriate performance standards, in development by the County.
2. Assist in the formulation of technical responses to inquiries received by prospective vendors and to be issued via addenda to an RFP.
3. Provide assistance in assessing qualifications and analyzing data provided in proposals received from prospective vendors. Selected Proposer may be required to participate in the Competitive Selection Committee meetings as deemed necessary by the County, at its sole discretion.
4. Test the adequacy of proposed provider and pharmacy networks, analyze hospital, physician and pharmacy discounts, perform geographic-access match studies, and conduct medical provider/prescription disruption analyses.
5. Provide negotiations assistance to the County, as deemed necessary by the County, in assessing the rates and fees proposed by the prospective vendors – and in negotiating competitive rates, discounts and services for current and future projects.

Can your firm meet ALL the requirements listed in Section 2.5E in its entirety? _____ Yes ___ No

F. Retirement Services – Deferred Compensation Plans

1. Plan and Fee Benchmarking
 - Conduct benchmarking to determine if fees are reasonable and there is value for services received and issue a comprehensive report detailing findings of the benchmark process.
 - Based upon results of the benchmarking, conduct negotiations with the County's service providers to bring fees to an acceptable level for the Plan and its Fiduciaries.
 - Review all changes in provisions and language to contracts and service agreements between the parties for any modification.
2. Investment Policy Statement and Investment Monitoring

Provide, review and update the County's Investment Policy Statement tied to investment monitoring criteria, and provide quarterly investment monitoring reports.

 - i. Investment Advisory
 - Provide a documented monitoring and analysis process that evaluates plan investments in accordance with the County's plan Investment Policy by their adherence to the plan investment's stated styles and objectives.
 - Provide recommendations on appropriate course of action to take with regard to the status of each fund reviewed and analyzed. This will include recommendations on adding appropriate funds to a "watch list" or removing funds from a "watch list".
 - Provide a written Investment Monitoring Report. The report should cover, among other areas, the following: market & economic overview; plan asset allocation review (current and prior quarter); general asset category review; plan specific asset representation review; summary fund analysis compared to investment policy criteria; individual fund analysis.
 - Provide guidance and recommendations of alternative selections to use in the event that a fund needs to be replaced, i.e., provide a fund analysis of comparable category funds offered by the County's provider, and if requested, oversee the entire fund replacement/integration process.
3. Governance
 - i. Fiduciary Risk Mitigation Process
 - Develop a Fiduciary training manual, perform a review of oversight entity, organization and operations.
 - Assist in the preparation of any corporate governance documents desired.
 - Develop Plan Governance Best Practices including Fiduciary and safe harbor checklists; Fiduciary training manual; Fiduciary liability and Errors & Omissions insurance checklists; Fiduciary Stewardship and governance assistance including education of Plan Fiduciaries.

Can your firm meet ALL the requirements listed in Section 2.5F in its entirety? _____ Yes ___ No

G. Other Related Duties

1. Provide ongoing support, review, and interpretation of plan provisions and IRS regulations for Section 125 flexible benefits plan.
2. Provide ongoing support, review, and interpretation of plan provisions and IRS regulations for Sections 457(b) and 401(a) tax-deferred retirement plans. Selected Proposer will provide the County with key observations from the portfolio information.
3. Develop employee communications, including formulation of employee surveys and focus groups, as deemed necessary by the County. All findings and statistical analysis conducted shall be presented, in writing, to the County's Project Manager upon completion.
4. Assist with retirement, investment, and annuity placement consulting for executive level management, as deemed necessary by the County.
5. Provide specialized actuarial studies for supplemental retirement benefits.

6. Conduct benefit plan modeling, as requested by the County.
7. Work collaboratively with other County consultants and the County Attorney's Office.
8. Attend meetings with various providers under contract with the County, or with County staff not directly involved with the Employee Benefits Program, at the County Project Manager's request.
9. At the County's request, anticipated to be not less than bi-annually, the selected Proposer shall present to the County for consideration, a list of three (3) to five (5) critical topics that are relevant to employee benefit programs and health and welfare. The County will identify the topics that best align with its objectives, at the County's sole discretion. The selected Proposer will prepare an analysis that identifies observations and recommendations for the County to consider.
10. Provide ad-hoc analysis and benefits related reporting to the County, as deemed necessary by the County.
11. Provide other related consulting services, as identified by the County.
12. Provide additional Benefits Administration and Wellness program technology resources, if available.

Can your firm meet ALL the requirements listed in Section 2.5 G in its entirety? _____ Yes ___ No

2.6 Work Order Assignments

When the need arises, the County anticipates preparing a work plan which provides the selected Proposer with information regarding the anticipated deliverables for each particular project. After a work plan has been prepared by the County, the selected Proposer shall prepare a written engagement letter for review and approval by the County. The engagement letter must be received by the County as defined in each work plan, and should include the following:

- a. Description of the proposed approach and specific deliverables;
- b. Project schedule and completion date;
- c. Proposed staff to perform the work, including job title, hourly rate and estimated number of hours each will spend on the assignment;
- d. Breakdown of the cost per staff person (not to exceed maximum contracted rates); and
- e. Total not-to-exceed cost for the assignment, if requested.

The County anticipates issuing Work Orders based on each approved work plan/engagement letter (which may require negotiations with the selected Proposer). The County may modify, suspend, or cancel a request for a work plan/engagement letter at any time at no cost to the County. All costs associated with estimating a project shall be borne by the selected Proposer. The selected Proposer shall not have any claim, financial or otherwise, against the County as a result of the County modifying, suspending or canceling a Work Order.

Can your firm meet ALL the requirements listed in 2.6 in its entirety? _____ Yes ___ No

CONTRACTOR QUALIFICATIONS QUESTIONNAIRE

This questionnaire will assist SBD in identifying the qualified contractors that can provide the aforementioned good(s)/service(s). Indicate yes "Y" or no "N" on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address: jdavis@miamidade.gov or via fax (305) 375-3160 attention Jacqueline Stewart.

____ PROPOSER (PRIME) has experience completing projects with a similar size and scope as this project, meets the requirements of the PROPOSER (if any) and can perform the work as required.

____ PRIME **DOES NOT** have experience providing the required good(s) and/or services required by this solicitation.

I certify that to the best of my knowledge all the information provided is verifiable and correct.

Name of Firm: _____ Certification #: _____

Representative's Name: _____

Title: _____ Signature: _____

Please respond by **4:00 PM, WEDNESDAY, SEPTEMBER 16, 2020.**

Any questions feel free to contact me at (305) 375-3164.

PLEASE LIST YOUR FIRMS HISTORY OF SIMILAR PROJECTS, REASON(S) WHY YOUR FIRM DOES NOT MEET THE EXPERIENCE REQUIREMENTS (IF APPLICABLE) AND ANY COMMENTS YOU MAY HAVE ON THE NEXT PAGE

SIMILAR PROJECTS AS PRIME OR SUB-CONTRACTOR

Project Title: _____

Client Name: _____

Contact #: (____) ____ - ____ / _____

Contract Amount: \$ _____

Scope of Service(s):

Project Title: _____

Client Name: _____

Contact #: (____) ____ - ____ / _____

Contract Amount: \$ _____

Scope of Service(s):

Project Title: _____

Client Name: _____

Contact #: (____) ____ - ____ / _____

Contract Amount: \$ _____

Scope of Service(s):

