

INVITATION TO SUBMIT

P R O P O S A L

REQUEST FOR PROPOSALS - RFP NO.: 15-0017-7

THIRD PARTY ADMINISTRATOR (TPA) – WORKER’S COMPENSATION

PRE-PROPOSAL CONFERENCE: 2:00 P.M., APRIL 29, 2015

PROPOSALS RECEIVED BY: 5:00 P.M., MAY 12, 2015

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER JAMES J. HOLMES

COMMISSIONER TONY CENTER

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER YUSEF K. SHABAZZ

COMMISSIONER LORI L. BRADY

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

DOCUMENT CHECK LIST

The following documents, when marked, are contained in and made a part of this Package or are required to be submitted with the qualification proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her qualification proposal. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION.

X GENERAL INFORMATION

X PROPOSAL

X SCOPE OF SERVICES

X LEGAL NOTICE

X ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR & SUBCONTRACTOR AFFIDAVIT AND AGREEMENT E. BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION; F. M/WBE COMPLIANCE REPORT; G. SAVE AFFIDAVIT; H. LOBBYING AFFIDAVIT.

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her bid.

BY: _____ **DATE:** _____
SIGNATURE: **DATE:**

TITLE:

COMPANY:

ACKNOWLEDGE RECIEPT OF ADDENDUM(S) _____

Chatham County has established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are encouraged to report ownership status. A minority or woman owned business is defined as a business with 51% or greater minority or female ownership. Please check ownership status as applicable:

African-American _____ **Asian American** _____ **Hispanic** _____

Native American or Alaskan Indian _____ **Female** _____

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AGENT
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1623**

DATE: April 15, 2015

RFP NO.: 15-0017-7

GENERAL INFORMATION FOR REQUEST FOR QUALIFICATIONS

This is an invitation to submit a proposal to supply Chatham County with services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE, SUITE C, and SAVANNAH, GEORGIA** up to **5:00 P.M., MAY 12, 2015**. The Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a qualification proposal are contained in the Request for Proposal package. Please note that specific forms for submission of a proposal are required. Proposals must be typed or printed in ink

A **pre-proposal conference** has been scheduled for **2:00 P.M., APRIL 29, 2015** and will be held at the **Chatham County Purchasing & Contracting Department, 1117 Eisenhower Drive, Suite C, Savannah, Georgia**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Agent will issue a written addendum to document approved changes.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The County expects its contractors to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

All firms requesting to do business with the Chatham County **must register** on-line at <http://purchasing.chathamcounty.org>. The County's Purchasing Division is interested in fostering participation by all qualified business persons offering commodities and services. For additional information please contact Purchasing and Contracting at 912-790-1620.

SECTION I
INSTRUCTIONS TO PROPOSERS

1.1 PURPOSE: The purpose of this document is to provide general and specific information for use in submitting a qualification proposal to supply Chatham County with services as described herein. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 HOW TO PREPARE PROPOSALS: All proposals shall be:

A. Typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED.

Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

1.3 HOW TO SUBMIT PROPOSALS: All proposals shall be:

A. **Submitted in sealed opaque envelopes, plainly marked with the proposal number and title, date and time for submission, and company name.**

B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.

a. **Mailing Address: Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 314066.**

b. **Hand Delivery: Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia.**

PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.

1.4 HOW TO SUBMIT AN OBJECTION: Objections from Offerers to this Request for Proposals and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner:

A. When a pre-proposal conference is scheduled, the Proposer may object in writing any time prior to or at the pre-proposal conference.

B. When a pre-proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the Date for submission.

C. The objections contemplated must pertain both to form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.

- 1.5 **FAILURE TO OFFER:** Proposers should indicate if they would like to be removed from the County's vendor list.
- 1.6 **ERRORS IN PROPOSALS:** Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.
- 1.7 **STANDARDS FOR ACCEPTANCE OF PROPOSERS FOR CONTRACT AWARD:** The County reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not in a position to perform the contract.
- 1.8 **PROPOSER:** Whenever the term "Proposer" is used it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.9 **COMPLIANCE WITH LAWS:** The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.
- 1.10 **CONTRACTOR:** Contractor or subcontractor means any person, firm, or business having a contract with Chatham County. The Contractor of goods, material, equipment or services certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.11 **LOCAL PREFERENCE:** The Contractor agrees to follow the local preference guidelines as specified in the contract documents, which state "The CONTRACTOR hereby agrees, as part of the consideration to Chatham County for making this Contract, that the CONTRACTOR in the carrying out of this contract will give the citizens of Chatham County preference for employment to perform all labor required by this contract; that the rate of wages to be paid shall not be less than legally required; and that in the purchase of materials to be used in the Work of the Project, preference shall be given to sources from within Chatham County to the maximum extent possible. The CONTRACTOR will cause the forgoing provisions to be inserted in all subcontracts so that provisions will be binding upon each subcontractor."

1.12 DEBARRED FIRMS AND PENDING LITIGATION: Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered.

** All bidders or proposers are to read and complete the Disclosure of Responsibility Statement enclosed as an Attachment to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to Board contract.

1.13 PERFORMANCE EVALUATION: On April 11, 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, as a minimum, annually, prior to contract anniversary date.

Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Agent.

SECTION II

PROPOSAL CONDITIONS

2.1 SPECIFICATIONS: Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.

2.2 MULTIPLE PROPOSALS: No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.

2.3 OFFERS TO BE FIRM: The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of sixty (60) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a sixty day period.

2.4 COMPLETENESS: All information required by the Request for Proposals must be completed and submitted to constitute a proper proposal.

- 2.5 LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.
- 2.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submission of this Offer, the Proposer certifies, and in the case of a joint offer each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and
 - (3) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.
- 2.7 AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.
- 2.8 PROCUREMENT PROTESTS:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.
- 2.9 QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER):** A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested.

Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive or irresponsible whenever such Proposer cannot document the ability to deliver the requested service.

- 2.10 COUNTY TAX CERTIFICATE REQUIREMENT:** A current Chatham County or municipal business license (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business License prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract.

Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.

- 2.11 INSURANCE PROVISIONS, GENERAL:** The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid. It is every Contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance and Declaration Sheets for multiple year contracts before the end of each term. **Failure to do so may be cause for termination of contract.**

2.11.1 General Information that shall appear on a Certificate of Insurance:

- I. Name of the Producer (Contractor's insurance Broker/Agent).
- II. Companies affording coverage (there may be several).
- III. Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
- IV. Summary of all current insurance for the insured (includes effective dates of coverage).
- V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
- VI. Certificate Holder (This is to always include Chatham County).

Chatham County as an "Additional Insured": Chatham County invokes the defense of "sovereign immunity." In order not to jeopardize the use of this defense, the County **is not** to be included as an "Additional Insured" on insurance contracts.

2.11.2 Minimum Limits of Insurance to be maintained for the duration of the contract:

- A. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. The CGL policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and

annual aggregate.

- B. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, each employee and Statutory Worker's Compensation limit.
- C. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an "Any Auto" basis.

2.11.3 Special Requirements:

- A. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- B. **Extended Reporting Periods:** The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- C. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- D. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- E. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance are updated for the entire term of the County.
- F. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer

acceptability.

- G. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- H. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.11.4 **Additional Coverage for Specific Procurement Projects:**

Professional Liability: Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

<u>Minimum Limits:</u>	\$1 million per claim/occurrence.
<u>Coverage Requirement:</u>	If “claims-made,” retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional must state if “tail” coverage has been purchased and the duration of the coverage.

- 2.12 **INDEMNIFICATION:** The PROPOSER agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the PROPOSER or its subproposers. The PROPOSER’s obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. PROPOSER further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the PROPOSER or his subcontractors or anyone directly or indirectly employed by any of them.

The PROPOSER’s obligation to indemnify Chatham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the PROPOSER.

- 2.13 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS:** The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part hereof.
- 2.14 SIGNED RESPONSE CONSIDERED AN OFFER:** The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.15 NOTICE TO PROCEED:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Agent or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.16 PAYMENT TO CONTRACTORS:** Instructions for invoicing the County for service delivered to the County are specified in the contract document.
- A. Questions regarding payment may be directed to the Contract Administrator/Project Manager, Mr. Greg Scott, Risk Manager, Chatham County Finance Department, at (912) 652-7903.
 - B. Contractors will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.
 - C. Upon completion of the work, the Contractor will provide the County or contractor with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
 - D. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.
- 2.17 LICENSES, PERMITS, AND TAXES:** The price or prices for the service shall include full compensation for all fees that the proponent is or may be required to pay. Chatham County is Tax Exempt. A Tax Exemption Certificate will be provided by the Purchasing & Contracting Office upon request (912) 790-1623.
- 2.18 MINORITY – WOMEN BUSINESS ENTERPRISE PARTICIPATION:** It is the desire of the County Board of Commissioners to increase the participation of minority

(MBE) and women-owned (WBE) business in its contracting and procurement programs. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishment and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm. Proposers may also provide demographic information regarding their employees to show their commitment to equal opportunity. If a bidder/proposer is considered for award, he/she will be asked to meet with the County Staff so that the intended MBE/WBE participation goals can be formalized and included in the subsequent contact.

If the awarded contractor/vendor is claiming minority status, the contractor/vendor shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County's M/WBE Coordinator, please contact Connell Heyward, at (912) 652-7860 or cheyward@chathamcounty.org.

The undersigned proposer certifies that he/she has carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her proposal are in accordance with all documents contained in this Request for Proposals package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned Proposer, have read the instructions to Proposer and agree to be bound by the provisions of the same.

This _____ day of _____, 20 ____.

BY

SIGNATURE

DATE

COMPANY

TITLE

TELEPHONE NUMBER

REQUEST FOR PROPOSALS

GENERAL CONDITIONS SECTION III

DESCRIPTION AND OBJECTIVES: Chatham County is seeking a qualified firm/individual to provide Third Party Administration (TPA) to process Worker's Compensation Claims for Chatham County, Georgia.

- 3.1 METHODOLOGY:** The procurement described herein may be conducted in a two-step process.

STEP 1 - ACCEPTANCE AND EVALUATION OF PROPOSALS: All technical requirements, unless otherwise specified, must be met by the proponent or such proposal will be disqualified as being non-responsive. Proposals that are deemed to be incomplete as to substance and content may be returned without consideration. Proponents whose proposals are not accepted will be promptly notified that they are no longer being considered and why. A shortlist of qualified firms will be developed and ranked.

Fee proposals shall be submitted along with the proposal and will be evaluated and ranked accordingly. Fee proposal should be quoted in "all inclusive" dollars. The evaluation committee will make the selection of the firm which it believes is best qualified to provide the service, fee proposal and other qualitative factors considered. It is emphasized that the firm which offers the lowest fee proposal will not necessarily be the firm selected. The selection will be made of that firm which provided the best proposal. "Best" is defined as the best combination of qualitative factors and price proposal.

STEP 2 – INTERVIEWS/PRESENTATION: The evaluation committee **may** request an interview with each finalist firm. It will be at the discretion of the evaluation committee on the number of firms that will interview/present.

- 3.2 PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be held at **2:00 P.M., on APRIL 29, 2015, at the Chatham County Purchasing & Contracting Department, 1117 Eisenhower Drive, Suite C, Savannah, Georgia.** Representatives from Chatham County will be in attendance. Attendance assures that all competitors hear the same information, can ask questions and suggest constructive changes to the solicitation.

- 3.3 PROPOSAL DEADLINE:** The response to this 'Request for Proposal' must be received by the Purchasing Division no later than **5:00 P.M., MAY 12, 2015.** Any proposal received after the time stipulated will be rejected and returned unopened to the proponent.

For good and sufficient reason, up to 24 hours before the advertised deadline, the County may extend the response schedule. Should such action occur, all proponents who attended the pre-proposal conference will receive an addendum setting forth the new date and time. It is emphasized that late proposals will be rejected.

- 3.4 WITHDRAWAL OF PROPOSAL:** Any proposal submitted before the deadline may be withdrawn by written request received by the County before the time fixed for receipt of proposals. Withdrawal of any proposal will not prejudice the right of a proponent to submit a new or amended proposal as long as Chatham County receives it by the deadline as provided herein.
- 3.5 CONFIDENTIALITY OF DOCUMENTS:** Upon receipt of a proposal by the County, the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion (except for as provided by Georgia law for proprietary information). The details of the proposal documents will remain confidential until final award or rejection of proposals and/or protected under the restraints of law. Only final points and ranking of proposals will be openly disclosed prior to approval by the Board of Commissioners. Proponent shall have no contact with any Department Representative or Evaluation Committee Member during and after the evaluation process. Any information contained in the proposal that is considered by the Proponent as “proprietary” to remain confidential shall be clearly identified and justified.
- 3.6 CONE OF SILENCE:** Lobbying of Procurement Evaluation Committee members, County Government employees, and elected officials regarding this product or service solicitation, Invitation to Bid (ITB) or Request for Proposal (RFP) or contract by any member of a proposer’s staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation is strictly prohibited. Negative campaigning through the mass media about the current service delivery is strictly prohibited. Such actions may cause your proposal to be rejected.
- 3.7 FORMAT OF RESPONSES:** To be considered, proponents must submit a complete response to the Request for Proposal. The format provided in this Section is not negotiable. To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:
- A. Introduction/Cover Letter
 - B. Qualifications and Experience
 - C. Methodology/Implementation Plan
 - D. MWBE Participation
 - E. Fee Proposal - Submit using Fee Proposal Form
 - F. References
 - G. Other Relevant Facts/Information
 - H. Attachments

Each proposal must be submitted in one (1) original and five (5) copies bound to:

Ms. Robin L. Maurer, Asst. Purchasing Agent
Chatham County Purchasing Department
1117 Eisenhower Drive - Suite C
Savannah, GA 31406
(912) 790-1623

Please furnish one electronic version of your RFP on thumb drive or CD.

3.8 COMPENSATION: The County has attempted in SECTION V to provide as much information about the project as possible to enable firms to structure their offer.

3.9 REJECTING PROPOSALS: The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.

3.10 COST TO PREPARE RESPONSES: The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.

3.11 INQUIRIES: Direct any questions related to this RFP to Ms. Robin Maurer, Asst. Purchasing Agent, and submit all questions in writing. Include the RFP number, page, and paragraph number as a reference to each question. If you choose to mail your questions, do not place the RFP number on the outside of the envelope. *DEADLINE FOR ALL QUESTIONS IS one week prior to due date.* All questions shall be delivered by hand, mail, fax or e-mailed as follows:

Chatham County Purchasing and Contracting Division
Attn: Robin Maurer, Asst. Purchasing Agent
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
(912) 790-1627 (FAX)
rlmaurer@chathamcounty.org

THE ONLY OFFICIAL ANSWER OR POSITION OF CHATHAM COUNTY WILL BE THE ONE STATED IN WRITING.

3.12 METHOD OF SOURCE SELECTION: Chatham County is using the Competitive Sealed Proposal method of source selection, as authorized by Section V of the Chatham County Purchasing Ordinance and Article VI of the Purchasing Procedures Manual for this procurement.

An award, if made, will be made to the responsible offeror whose proposal is most advantageous to Chatham County, taking into consideration price and other factors set forth in this Request for Proposal (RFP). The County will not use any other factors or criteria in the evaluation of the proposals received.

3.13 METHOD OF EVALUATION:

The following factors among others will be considered by the Selection Committee in the evaluation of this proposal. The factors to be evaluated will not necessarily be evaluated in the order presented:

- 3.13.1 Demonstrated understanding of the scope of services.
- 3.13.2 Experience in administering self-funded, government plans.
- 3.13.3 Computer support and reports capability.
- 3.13.4 Firm's ability to control cost
- 3.13.5 Proposed fees for services
- 3.13.6 Reputation of the firm based on references.
- 3.13.7 Proximity to and availability to claims office.
- 3.13.8 Interviews (if requested).

3.14 EQUAL EMPLOYMENT OPPORTUNITY: During the performance of this contract, the COMPANY agrees as follows:

The COMPANY will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

SECTION IV SPECIAL CONDITIONS

- 4.1 PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance. If the County, at any time, discovers such a dispute during any point of evaluation, the proposal will not be considered further.
- 4.2 EVALUATION FACTORS:** Factors such as proponents overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, delivery under the contract terms, and fee schedule will be considered in the award recommendation. Commitment in the level of MBE/WBE firms, consultants and employees will also be considered in the evaluation of proposals.
- 4.3 SELECTION PROCESS:** *Proposals will be evaluated initially on the basis of the written document. Thus, the proposal must be complete, concise and clear as to the intent of the respondent.* Further evaluation may include an oral presentation will be scheduled after receipt of the written proposal and approval of the shortlist.
- 4.4** The term of the contract will be for one (1) year with renewal options for four (4) additional one (1) year terms.
- 4.5 PROPOSALS MUST BE RESPONSIVE TO:**

- 4.5.1 INTRODUCTION/COVER LETTER (SECTION A):** You should provide no more than a two (2) page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, as a minimum, this section should include the name, address, telephone number and fax number of one (1) contact to whom any correspondence should be directed. This section should include a clear statement of the Proposer's understanding of this RFP and the contract requirements, and how the Proposer intends to meet the RFP requirements.
- 4.5.2 QUALIFICATIONS AND EXPERIENCE - TOTAL POSSIBLE POINTS: 25 (SECTION B):** Qualifications of the firm, individual, and sub-consultants assigned to the project. Educational background and training of employees assigned to Chatham County. State qualification of the firm with emphasis on quality control. State the experience of the firm in administrating self-funded, government plans similar in size to Chatham County.
- 4.5.3 METHODOLOGY/IMPLEMENTATION PLAN - TOTAL POSSIBLE POINTS: 30 (SECTION D):** Demonstrate understanding of the scope of service. Demonstrate how services will be provided and what support services are required by Chatham County. Discuss the ability and capacity to respond promptly to requests. Discuss methodology and approach to address the needs and requirements of the County. Discuss computer support and report capabilities. In addition to current and projected workload. State location and availability of claims office. State additional information regarding your administration services that distinguishes your firm from your completion. Demonstrate ability to control cost of the claim through networks and bill reviews
- 4.5.4 MWBE PARTICIPATION - TOTAL POSSIBLE POINTS: 15 (SECTION E):** Commitment in the level of local MWBE firms, subcontractors, consultants and employees. Approach to meeting and exceeding the MWBE requirements. History of Minority-owned, Women-owned business utilization.
- 4.5.5 FEE PROPOSAL - TOTAL POSSIBLE POINTS: 25 (SECTION F):**
- 4.5.5(A)** Provide the basis for your fee on the fee proposal form provided. Your fee for claim administration should be based on lump sum cost per contract year for the following type of claims: Medical Only, Lost time and Incident Only.
- 4.5.5(B)** In addition the incumbent claim administrator is requested to provide a quote to handle run-off of all open claims to their conclusion. Prospective third-party administrators should provide us with a separate quote to handle run-off claims should the incumbent not be selected. The run-off claims should be stated as **cost per file for** Medical Only, Lost time and Incident Only.
- 4.5.6 REFERENCES – TOTAL POSSIBLE POINTS: 5 (SECTION G):** Provide a minimum of three (3) references of current or past clients, with 1500 to 2000

employees who have employed your services within the last five (5) years, and two (2) references of current government clients, with 1500 to 2000 employees for who you furnish(ed) claim administration services to within the last two years and have 1,000 or more employees and one (1) reference from a Georgia client.

4.5.7 INTERVIEWS/PRESENTATIONS - IF REQUIRED (*TOTAL POSSIBLE POINTS: 30*)

4.6 CONTRACT: The successful respondent will be expected to execute a contract within 30 days of notice of award.

4.7 ASSIGNMENT: The PROPOSER shall not assign or transfer any interest of the contract without prior written consent of the County.

**SECTION V
TECHNICAL SPECIFICATIONS**

5.1 BACKGROUND AND OBJECTIVES: The purpose of the Request for Proposal (RFP) is to seek proposals from qualified firms for providing Third Party Administration (TPA) services for Chatham County's self-funded Workers' Compensation Program.

Chatham County has self-funded its Workers' Compensation responsibilities since 1972 and has used the services of a third party administrator since the inception of self-funding. Specific excess insurance is currently purchased from Safety National Company with a per claim retention. The term of coverage is the same as the County's fiscal year- July 1 to June 30. Excess coverage will be placed through the County's insurance broker.

Chatham County is seeking a partner to coordinate claim administration services for providing Workers' Compensation benefits to its employees, elected officials, and any other group(s) designated by the Chatham County Board of Commissioners. Workers' Compensation is a shared responsibility among the Human Resources Department, Finance Department and the TPA. County departments rely heavily upon the TPA regarding knowledge, guidance and availability.

The third party administrator shall receive, review, evaluate, and record all claim and loss notices received from Chatham County and process all claims in accordance with applicable Georgia laws; the current rules and regulations of the State Board of Workers' Compensation; and the internal procedures established by Chatham County.

This RFP does not include general and/or auto liability adjusting.

The third party administrator shall evaluate claims to determine compensability; determine and apply appropriate cost containment measures; determine the correct payment or rating; evaluate injuries, disabilities and incidents for prompt resolution or settlement.

Additionally, Chatham County requires the claims administrator perform reasonable and necessary administrative and clerical work in connection with claims and notices, including the preparation and disbursement of checks written on an account bearing the name of

Chatham County. The Chatham County account is replenished weekly via wire transfer.

The third party administrator shall maintain a file on each claim, and acknowledge each claim file is the property of Chatham County and shall be available for review and physical inspection by the County or its designee at any reasonable time. The third party administrator shall be required to comply with all conditions of the excess insurer(s) with regard to proper and timely reporting of claims.

The third party administrator shall have the responsibility to select, hire, direct and supervise rehabilitation suppliers, private investigators, physicians for independent medical evaluations, Medicare set-aside agreements, and any other vendor or provider deemed necessary for the cost efficient adjudication of Workers' Compensation claims. Chatham County reserves the right to approve all aforementioned vendors and providers, and to select non-affiliated vendors at the County's discretion.

CHATHAM COUNTY INTERNAL PROCEDURES:

Chatham County currently has approximately 1700 employees/eligible participants. This includes Live Oak Public Library employees that are assigned to libraries located within Chatham County. The plan covers no police or fire, but does include correctional and sheriff deputies. The workers' compensation system is accessed via a traditional panel of physicians which consists of two (2) orthopedic providers; two (2) industrial clinics; one (1) neurological provider , (2) other physicians, (1) emergency care physician and (1) eye clinic.

No later than 72 hours after an injury, the employee and supervisor are responsible for completion of the First Report of Injury (WC-1). Completion of the WC-1 involves the employee, the immediate supervisor and the department liaison. Each department assigns one or more liaisons whose responsibility is to provide direction to the injured employee and assist in proper completion of all forms. The original WC-1 is then forwarded to the TPA with a copy sent to Human Resources and/or Risk Management. The department liaison provides each employee with a Medical Authorization Form prior to the first visit to a panel physician. In addition to authorizing medical treatment, the Medical Authorization Form provides information to the employee's department and immediate supervisor regarding the employee's current work status. A Medical Authorization Form is to be completed after each physician visit.

In cases involving lost-time, Chatham County allows the employee to select use of their accumulated sick and/or annual leave in lieu of receiving Workers' Compensation. The employee accepts or rejects this option via a "Salary Continuation Form." It is the responsibility of the TPA to contact the department and document confirmation of the employee's selection.

Workers' Compensation is a shared responsibility between Human Resources and Finance (Risk Management). Human Resources directly interacts with the TPA and the employee, while Risk Management is involved with contract administration and loss control.

The County has adopted an "Alternative Duty" plan with the intent of returning the injured

employee to the original department or to another department as part of a rehabilitation and cost saving program. Proposed alternative duty positions are provided to the treating physician for comparison of duties and limitations.

Chatham County pays all assessments, adjustments and excess insurance through our internal accounts payable procedures. It is the TPA's responsibility to notify the State Board of Workers' Compensation of the assumption of duties and assist in the preparation of any documents required by the Board.

**CHATHAM COUNTY
WORKER'S COMPENSATION CLAIMS EXPERIENCE
JULY 1, 2009 THROUGH JUNE 30, 2014**

Policy Year	Claim Type Desc	Open Claims	Closed Claims	Total # Claims	Reserve Type	Total Pd	Total Os	Total Inc	Collection Sum
7/1/2009-6/30/2010	Lost Time	2	38	40	Expense	5,538.00	26.00	5,564.00	0.00
7/1/2009-6/30/2010	Medical Only	0	105	105	Indemnity	157,815.09	532.88	158,347.97	2,559.82
7/1/2009-6/30/2010	WC-Incident Only	0	21	21	Legal	0.00	0.00	0.00	0.00
7/1/2009-6/30/2010					Medical	309,209.78	20,551.29	329,761.07	2,910.87
7/1/2009-6/30/2010					Rehabilitation	0.00	0.00	0.00	0.00
7/1/2009-6/30/2010 Total		2	164	166		472,562.87	21,110.17	493,673.04	5,470.69
7/1/2010-6/30/2011	Lost Time	3	36	39	Expense	9,432.00	245.00	9,677.00	0.00
7/1/2010-6/30/2011	Medical Only	0	82	82	Indemnity	243,150.31	19,365.57	262,515.88	0.00
7/1/2010-6/30/2011	WC-Incident Only	0	12	12	Legal	0.00	0.00	0.00	0.00
7/1/2010-6/30/2011					Medical	324,962.92	8,727.07	333,689.99	1,185.52
7/1/2010-6/30/2011					Rehabilitation	0.00	0.00	0.00	0.00
7/1/2010-6/30/2011 Total		3	130	133		577,545.23	28,337.64	605,882.87	1,185.52
7/1/2011-6/30/2012	Lost Time	5	39	44	Expense	9,884.00	753.50	10,637.50	0.00
7/1/2011-6/30/2012	Medical Only	0	92	92	Indemnity	251,816.89	65,215.89	317,032.78	0.00
7/1/2011-6/30/2012	WC-Incident Only	0	22	22	Legal	0.00	0.00	0.00	0.00
7/1/2011-6/30/2012					Medical	393,325.03	32,569.29	425,894.32	1,274.41
7/1/2011-6/30/2012					Rehabilitation	0.00	0.00	0.00	0.00
7/1/2011-6/30/2012 Total		5	153	158		655,025.92	98,538.68	753,564.60	1,274.41
7/1/2012-6/30/2013	Lost Time	13	28	41	Expense	9,211.75	3,387.00	12,598.75	0.00
7/1/2012-6/30/2013	Medical Only	1	89	90	Indemnity	317,546.40	174,161.63	491,708.03	0.00
7/1/2012-6/30/2013	WC-Incident Only	0	27	27	Legal	0.00	0.00	0.00	0.00
7/1/2012-6/30/2013					Medical	611,245.38	226,797.65	838,043.03	800.00
7/1/2012-6/30/2013					Rehabilitation	0.00	0.00	0.00	0.00
7/1/2012-6/30/2013 Total		14	144	158		938,003.53	404,346.28	1,342,349.81	800.00
7/1/2013-6/30/2014	Lost Time	10	20	30	Expense	994.00	681.00	1,675.00	0.00
7/1/2013-6/30/2014	Medical Only	20	71	91	Indemnity	164,261.93	153,472.69	317,734.62	0.00
7/1/2013-6/30/2014	WC-Incident Only	0	29	29	Legal	0.00	0.00	0.00	0.00
7/1/2013-6/30/2014					Medical	431,726.71	207,331.50	639,058.21	0.00
7/1/2013-6/30/2014					Rehabilitation	0.00	0.00	0.00	0.00
7/1/2013-6/30/2014 Total		30	120	150		596,982.64	361,485.19	958,467.83	0.00
5 Year Total		54	711	765		3,240,120.19	913,817.96	4,153,938.15	8,730.62

5.2 GENERAL QUALIFICATIONS

5.2.1 Provider shall serve as not only a Workers' Compensation TPA, but as a consultant on the overall administration of Chatham County's workers' compensation program. This would include providing insight into any changing legislation and providing recommendations for cost containment.

5.2.2 Provider shall participate in County-wide training at least annually.

- 5.2.3 Provider shall conduct an initial introductory meeting with representatives (department liaisons) to assist in explaining the County's Workers' Compensation claims procedures and/or any changes to existing procedure.
- 5.2.4 Provider shall prepare OSHA 300 Forms to satisfy requirements of the State of Georgia and Federal Departments of Labor
- 5.2.27 The County is actively pursuing Subsequent Injury Trust Fund recoveries through Reimbursement Consultants, Inc. Provider shall participate in Subsequent Injury Trust Fund recoveries through Reimbursement Consultants, Inc., 11285 Elkins Rd., Roswell, GA 30076.

Any settlements are initiated and negotiated by the County Attorney.

5.3 SCOPE OF SERVICES: In addition to the objectives outlined in the background section of this proposal, we are requesting your firm to address its capabilities and ability to comply with the following questions and statements:

5.2 QUALIFICATIONS: (To be answered as a part of Section 4.5.2)

- 5.2.1 Does your firm have a Workers' Compensation claims administration office located in Chatham County?
- 5.2.2 If the answer to #1 above is yes, will this office be assigned to Chatham County?
- 5.2.3 Will dedicated staff be assigned to Chatham County or will existing adjusters, supervisors, and administrators handle County claims?
- 5.2.4 Identify personnel that will be assigned to Chatham County giving details with regard to job title, experience, education, recent training, professional designations, and length of time employed by your firm.
- 5.2.5 Does your firm have emergency response procedures should the assigned office be unavailable?
- 5.2.8 What are your standards/guidelines for hiring or assigning claims examiners? Would Chatham County be involved in this process? If yes, how?
- 5.2.9 Does your firm require continuing education for claims adjusters, supervisors and administrators beyond what the state requires? If yes, please explain.
- 5.2.10 What is the average adjuster case load?
- 5.2.11 What is your adjuster turnover rate?
- 5.2.12 Do supervisors also adjust claims?

- 5.2.13 Based on Chatham County's claim counts (as attached) what staffing plan do you propose for this program?
- 5.2.14 Briefly, explain your file set-up; file review process; and the extent of supervisor involvement.
- 5.2.15 Are potentially catastrophic claims handled differently than other claims? If yes, please explain.
- 5.2.16 Explain your process for evaluating and managing "questionable" claims.
- 5.2.17 Provide your firm's definition of 'medical-only, 'lost-time' and 'incident.' Are there any other claim categories?
- 5.2.18 Briefly describe the step(s) involved when a 'medical-only' claim develops into a 'lost-time' claim.
- 5.2.19 What assurances can your firm provide that in the absence of the assigned adjuster, a supervisor, or other individual can provide answers to County and employee inquiries?
- 5.2.20 Within the last three (3) years has an administration contract been terminated for other than normal expiration or through competitive procurement? If yes, please explain.

5.3 REPORTING REQUIREMENTS: (To be answered as a part of Section 4.5.2)

- 5.3.1 Provider shall have ability to generate and electronically transmit weekly (no later than noon on each Thursday) and quarterly check registers.
- 5.3.2 Provider shall have the ability to generate and electronically transmit to Risk Manager a weekly claim report with claim details.
- 5.3.3 Provider shall prepare OSHA 300 Forms to satisfy requirements of the State of Georgia and Federal Departments of Labor.

5.4 DATA MANAGEMENT: (To be answered as a part of Section 4.5.3)

- 5.4.1 Is your firm's RMIS compatible with and capable of downloading claims information from the Underwriters Safety & Claims data base? Underwriters Safety and Claims currently uses RISKMASTER (registered trade mark).
- 5.4.2 Provide a detailed transition plan including set-up procedures to begin adjusting new and existing claims. Your overall transition plan shall include data transition, triage, new claim intake, notification of external contractors, excess carrier, and State Board of Workers' Compensation.
- 5.4.3 Describe your claim reporting options – internet, fax or telephonic. Please describe

any charges related to utilizing a particular format.

5.4.4 Describe your firm's transition process for submitting Chatham County Medicare/Medicaid Section 111 claims.

5.5 CASE MANAGEMENT: (To be answered as a part of Section 4.5.3)

5.5.1 Explain your protocol for assigning Nurse Case Managers.

5.5.2 Are Nurse Case Managers employees or contracted?

5.5.3 What are the qualifications and continuing education requirements for Nurse Case Managers?

5.5.4 Please describe your philosophy regarding direct communications between the adjustor and the department liaisons, and the County Attorney.

5.5.5 Describe the transition process for Medicare/Medicaid Section 111 reporting from the current TPA to your system.

5.5.6 Does your firm have the capability of preparing a Medicare Set Aside Analysis? If yes, is service performed in-house or by contract?

5.5.7 How will you notify the County of SITF reimbursements? How will you coordinate your activities with Reimbursement Consultants?

5.6 FINANCIAL MANAGEMENT: (To be answered as a part of Section 4.5.3)

5.6.1 Will a dedicated Account Manager/Account Executive be assigned to Chatham County to handle claim reports – including checks registers; weekly paid claim reports; requests for stop-payment; requests for special issue checks?

5.6.2 Is your bill review process internal or external?

5.6.3 Please state your average savings per bill review. How will annual savings be documented and presented to the County? What is your average savings per bill review for governments?

5.6.4 Please provide the average monthly bill [review] volume processed by the office which will provide these services to Chatham County.

5.6.5 Please explain your utilization review process.

5.6.6 Please describe your physician peer review and utilization protocols.

5.6.7. Briefly explain your firm's experience in implementing cost containment programs with regard to prescription drugs. How do you measure the results?

5.6.8. Does your firm charge additional adjuster fees to attend hearings, depositions, briefing with the County Attorney, or any other related legal activity?

5.7 GENERAL ADMINISTRATION INQUIRIES: (To be answered as a part of Section 4.5.2)

5.7.1 Please explain how your firm handles and charges for subrogation recoveries of workers' compensation claims that involve other at-fault parties. How will your firm track and report these recoveries?

5.7.2 Please provide a list of all vendors that you utilize for such areas as prescription services, nurse case management, bill review, surveillance, etc.

5.7.3 What excess carriers are you approved by? Are you audited by these carriers? If so, please provide the audit results for the last 4 years.

5.7.4 Please provide a sample of your standard TPA contract.

5.8 LOSS CONTROL SERVICES: (To be answered as a part of Section 4.5.3)

5.8.1 Briefly describe your experience to provide loss control services to government entities.

SECTION VI

**EVALUATION AND AWARD
THIRD PARTY ADMINISTRATOR (TPA) - WORKER’S COMPENSATION**

6.1 EVALUATION: Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by a technical review panel. A description of the factors which will be analyzed, and the relative weight accorded each factor follows. *The County will not consider the proposal of any Offeror who lacks accreditation or authorization to provide the Consultant Services requested.*

STEP 1: PROPOSAL SUBMITTAL (*TOTAL POSSIBLE POINTS: 100*).

<i>Evaluating Factor:</i>	<i>Points Possible:</i>
<i>Qualifications and Experience</i>	25
<i>Methodology/Implementation Plan</i>	30
<i>Fee Proposal</i>	25
<i>MWBE Participation</i>	15
<i>References</i>	5

STEP 2- INTERVIEWS/PRESENTATIONS- IF REQUIRED (*TOTAL POSSIBLE POINTS: 30*)

6.2 CONTRACT AWARD:

- 6.2.1 Successful Proponent will be asked to submit his/her firms’ contractual issues for consideration in the Chatham County contract. Proposals will become part of the contract.
- 6.2.2 No work shall be performed under the contract until a contract has been fully executed by both parties. A notice to proceed will be issued by Chatham County.

**REQUEST FOR PROPOSAL
CHATHAM COUNTY, GEORGIA**

FEE PROPOSAL FORM

RFP NO. 15-0017-7

THIRD PARTY ADMINISTRATOR (TPA) - WORKER'S COMPENSATION

I have read and understand the requirements of this proposal, RFP #15-0017-7, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. I agree to furnish the Services as described in RFP #15-0017-7, for the fee listed below. I understand that the County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal. In addition, the County reserves the right to accept any part or all of the fee schedule and to negotiate any charges contained herein unless qualified otherwise.

CHATHAM COUNTY, GEORGIA WORKERS' COMPENSATION FEE SCHEDULE		
ITEM	DESCRIPTION	Annual Cost
A.	Medical Only	\$
	Lost-time	\$
	Subtotal Section A	\$
B.	Incident/Report Only	\$
	MSA Agent	\$
	MSA Reports	\$
	Subtotal Section B	\$
C.	Annual Administrative Fee	\$
D.	Data Conversion Fee (First Year Only)	\$
	Total (A+B+C+D)	\$
E.	Annual Cost	
	Annual Cost Year One (July 1, 2015- June 30, 2016)	\$
	Annual Cost Year Two (July 1, 2016- June 30 2017)	\$
	Annual Cost Year Three (July 1, 2017- June 30 2018)	\$
	Annual Cost Year Four (July 1, 2018- June 30 2019)	\$

	Annual Cost Year Five (July 1, 2019- June 30 2020)	\$
	Full Term Contract Cost (Years 1-5)	\$
	Additional Services	
F.	Medical Bill Review (% of Savings)	%
G.	Run-off Claims	\$
	Medical Only	\$
	Lost-time	\$
	Incident/Report Only	\$
	Optional Fees for Services	
H.	OSHA 300 Log	\$
I.	Medicare Set-Aside	\$
J.	Loss Control	\$

FIRM NAME: _____

PROPOSER: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

FAX NUMBER: _____

E-MAIL: _____

ATTACHMENT A

DRUG - FREE WORKPLACE CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE ****DRUG-FREE WORKPLACE****, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (CONTRACTOR)
certifies to Chatham County that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as **THIRD PARTY ADMINISTRATOR (TPA) – WORKER’S COMPENSATION (PROJECT)** pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR

DATE

NOTARY

DATE

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presence, that I (We), _____
Name

_____, _____
Title Name of
Bidder

(herein after Company) in consideration of the privilege to bid/or propose on the following Chatham County project for **THIRD PARTY ADMINISTRATOR (TPA) – WORKER’S COMPENSATION** hereby consent, covenant and agree as follows:

- (1) No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature

Date

ATTACHMENT C
DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that

Company Name _____

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

20__ by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

DPC Form #45

ATTACHMENT D

CONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires:

SUBCONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91 (b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five (5) business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC
My Commission Expires:

ATTACHMENT E

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education of local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification - the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

END OF DOCUMENT Mod. CC P & C 6/2005

ATTACHMENT F

**Chatham County
Minority and Women Business Enterprise Program
M/WBE Participation Report**

Name of Bidder: _____

Name of Project: _____

Bid No: _____

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total _____

WBE Total _____%

M/WBE Combined _____%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature _____ Print _____

Phone () _____

Fax () _____

ATTACHMENT G

***Systematic Alien Verification for Entitlements (SAVE)
Affidavit Verifying Status for Chatham County Benefit Application***

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Printed Name:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

**ATTACHMENT H
AFFIDAVIT REGARDING LOBBYING**

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder /Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

Notary Public
My Commission Expires:

My Commission expires:

Resident State: _____

LEGAL NOTICE

CC NO. 166058

REQUEST FOR PROPOSALS

Sealed proposals will be received until **5:00 P.M. on MAY 12, 2015** in **Chatham County Purchasing and Contracting Department, 1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GA. RFP 15-0017-7 THIRD PARTY ADMINISTRATOR (TPA) – WORKER’S COMPENSATION.**

A PRE-PROPOSAL CONFERENCE will be held at **2:00 P.M., APRIL 29, 2015, AT THE CHATHAM COUNTY CITIZENS CENTER, 1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA.**

Invitation to Submit Proposal Packages are available at 1117 Eisenhower Drive, Suite C, Savannah, Georgia, and on the Chatham County Purchasing Web Site <http://purchasing.chathamcounty.org>, or by calling Robin Maurer, Asst. Purchasing Agent, at (912) 790-1623. All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND OR ALL PROPOSALS AND TO WAIVE ALL FORMALITIES. THIS WILL BE THE ONLY SOLICITATION FOR THIS PROJECT. ONLY THOSE FIRMS RESPONDING TO THE RFP WILL BE ALLOWED TO PARTICIPATE IN THE PROJECT.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL PROPOSERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"

MARGARET H. JOYNER, PURCHASING AGENT

SAVANNAH N/P INSERT: April 20, 2015