



AUDIT COMMITTEE

PRE-SOLICITATION BRIEFING FOR VOLUNTARY DENTAL PROGRAM

January 17, 2017

**Lori Steward
Director
Human Resources**

Solicitation Overview



Originating Department: Human Resources



Solicitation Type: Request for Proposal



High Profile Designation: Contract value over \$1 Million



Estimated Value: \$667,000 annually /\$3,335,000 total



Current Contract Status: Expires on December 31, 2017



Proposed Term: 3 years with 2, 1 year options

Project Overview

Broad Network

- Seek proposals from organizations qualified to provide and administer a fully funded and/or self-funded dental preferred provider organization (PPO) and fully funded DHMO for civilian full time active employees, and/or retired employees, and their dependents

Robust Plan Design

- Successful respondent will be required to have negotiated contractual relationship with a significant group of dentists, surgeons and orthodontists and the ability to adjudicate and process dental claims similar to the dental program currently in place

Enhanced Dental Benefits

- Respondents may identify additional cost effective dental service(s) and benefits

Project Scope

Self Funded PPO

- Third Party Administrator
- Robust dental preferred provider network
- City determines dental plan design
- Dental Claims Paid by City
- City determines bi-weekly premium
- Eligible Civilian employees with optional consideration for retirees

Fully Funded DHMO

- Fully Funded Dental HMO Plan
- Respondent determines plan design
- Respondent determines bi-weekly premium
- Eligible Civilian employees with optional consideration for retirees

Fully Funded PPO and DHMO

- Fully Funded Dental PPO and DHMO
- Respondent determines plan design
- Respondent determines bi-weekly premium
- Eligible Civilian employees with optional consideration for retirees

Solicitation Requirements



Evaluation Criteria

- Experience, Background, Qualifications: 25 Points
- Proposed Plan: 40 Points
- Pricing: 20 Points
- Local Preference: 10 Points
- Veteran Owned Small Business Preference: 5 Points



Additional Requirements

- SBEDA: Requirement Waived
- Audited Financial Statements: Required
- Single vendor to administer DPPO and DHMO

Outreach Efforts

NIGP Codes Identified

- 95348 – Health/Hospital including dental, vision insurance

Advertising

- TVSA channel 21
- COSA Bidding Opportunities website
- Daily Commercial Recorder
- Express News

Project Evaluation Committee

Voting Members	Advisory Members
Ben Gorzell, Chief Financial Officer	Gary Hysell, Employee Benefits Administrator
Lori Steward, Director, Human Resources Department	
Wanda Heard, Assistant Director, Human Resources Department	
Patricia Atkins, Benefits Policy Administrator, Human Resources Department	
Board Designee, RECOSA	

Project Timeline

Pre-Solicitation

**Audit Committee
Pre Solicitation
Briefing:**

- 01/17/2017

Release RFP:

- 01/22/2017

Solicitation

**Pre-Submittal
Conference:**

- 01/27/2017

**Deadline for
Questions:**

- 02/03/2017

RFP Due:

- 02/24/2017

Post – Solicitation

**Evaluation
Complete:**

- 03/21/2017

Contract Negotiated:

- 04/2017

**Audit Committee
Post Solicitation
Briefing:**

- 05/16/2017

Finalization

**City Council
Consideration:**

- 08/2017

Contract Start Date:

- 01/10/2018



AUDIT COMMITTEE

PRE-SOLICITATION BRIEFING FOR VOLUNTARY DENTAL PROGRAM

January 17, 2017

**Lori Steward
Director
Human Resources**