



REQUEST FOR PROPOSALS

The enclosed REQUEST FOR PROPOSALS (RFP) and accompanying documents are for your convenience in submitting an offer for the enclosed reference services for:

RFP# 2023-02

THIRD PARTY ADMINISTRATOR FOR GREGG COUNTY, TEXAS SELF FUNDED EMPLOYEE HEALTH PLAN

CLOSING DAY AND TIME: Sealed response will be received or emailed no later than:

2:00 P.M. CST Monday, January 9, 2023

RFP RETURN:

RFP responses can be emailed to sealedbids@co.gregg.tx.us or mailed to the address below. If Mailed please label the outside of envelope RFP# 2022-12 *Specific and Aggregate Stop Loss Re-insurance, Fully Insured Transplant Administration and Fully Insured Dental Coverage*

RETURN RESPONSE TO:

*Gregg County Purchasing Office
Attn: Kelli Davis, Purchasing Agent
101 East Methvin Street, Suite 205
Longview, Texas 75601*

OR EMAIL RESPONSE TO:

sealedbids@co.gregg.tx.us

QUESTIONS: regarding this solicitation should be directed to Kelli Davis at (903) 237-2686 kelli.davis@co.gregg.tx.us on or before time and date. Information in response to any inquiry may be published as an addendum. Addendums can be found on the Gregg County website www.co.gregg.tx.us on the Purchasing Department page.

Required Forms

- Gregg County Response Form (required)
- Bid Affidavit Form (required)
- References Form (required)
- Compliance with Federal and State Laws Form (required)
- RFP Signature Form (required)
- Conflict of Interest Notice (required of Awarded Respondents)

GREGG COUNTY RESPONSE FORM (REQUIRED)

TPA 7/1/2023 – 6/30/2024	
Medical Administration Fee	
Utilization Review Services	
Network Fee	

GREGG COUNTY BID AFFIDAVIT (REQUIRED)

The undersigned certifies that they are a duly authorized officer/agent and authorized to execute the foregoing on behalf of the Respondent. The proposal prices contained in this bid has been carefully reviewed and is submitted as correct. Respondent further certifies and agrees to furnish any and all services effective July 1 upon the acceptance of the final proposal as firm and final on or before May 1 (including any amendments and/or negotiations) and upon the conditions contained in the Specifications of this REQUEST FOR PROPOSAL. Subsequent renewals, specifically the initial renewal, must be delivered to the County no later than February 1 and firm and final no later than May 1 for a July 1 effective date. The period of acceptance of this bid will be _____ calendar days from the date of the bid opening. (Period of acceptance will be ninety (90) calendar days unless otherwise indicated by Respondent.)

I hereby certify that the foregoing bid has not been prepared in collusion with any other Respondent or individual(s) engaged in the same line of business prior to the official opening of this proposal. Further, I certify that the Respondent is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool, agreement or combination thereof, to control the price of services/commodities bid on, or to influence any individual(s) to bid or not to bid.

Proposals provided (check all that apply):

TPA

Company Name	
Company Address (street, Town, state, zip)	
Telephone Number	
E-mail address	
Fax Number	
Contact Name	
Title	
Authorized Signature	
Date	

VENDOR REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Bid. ***THIS FORM MUST BE RETURNED WITH YOUR BID.***

REFERENCE ONE:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

REFERENCE TWO:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

REFERENCE THREE:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

COMPLIANCE WITH FEDERAL AND STATE LAWS

Certification of Eligibility

By submitting a RFP in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities. In the event of placement on list between the time of RFP submission and time of award, the Respondent will notify Gregg County Purchasing Agent. Failure to do so may result in terminating this contract for default.

Verification No Boycott Israel

As required by Chapter 2270, Government Code, the selected firm must verify that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Foreign Terrorist Organizations

Pursuant to Chapter 2252, Texas Government Code, the selected Firm must represent and certify that, at the time of execution of an Agreement neither the Firm, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

Disclosure of Interested Parties

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business submits a disclosure of interested parties to the governmental entity. By submitting a RFP in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Gregg County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature: _____ **Date:** _____

Printed Name: _____

Email: _____

Phone #: _____

RFP SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this Proposal becomes the property of Gregg County after the official opening.

The undersigned affirms the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a proposal.

The undersigned affirms the prices and or cost data have been determined independently, without consultation, communication or agreement with others for the purposes of restricting competition.

The undersigned affirms that no attempt has been made or will be made to induce any other person or company to submit or not submit a proposal for the purpose of restricting competition.

The undersigned agrees, on behalf of Respondent, that if this Proposal is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this Proposal has not been prepared in collusion with any other Respondent, nor any employee of Gregg County, and that the contents of this Proposal have not been communicated to any other Respondent or to any employee of Gregg County prior to the official opening of this Proposal.

Respondent hereby assigns to Gregg County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire Proposal.***

Signature: _____ **Date:** _____

Printed Name: _____

To: Vendors of Gregg County, Texas
From: Kelli L. Davis, CPPB, Purchasing Agent
Re: ***Conflict of Interest Form (CIQ)***

Vendor;

Below, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Gregg County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms should be filed with the County Clerk's Office and a copy sent to the Gregg County Purchasing Department either through RFP return, fax, or email. Please see contact information below.

Gregg County Clerk

Gregg County Courthouse
101 East Methvin, St. 200
Longview, Texas 75601
Ph; 903-236-8430

Gregg County Purchasing Department

Email: purchasing@co.gregg.tx.us
Ph: 903-237-2684
Fx: 903-237-2682

Applicable Law

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Gregg County (County Clerk) no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.

SSS