

GREATER TOMPKINS COUNTY MUNICIPAL HEALTH INSURANCE CONSORTIUM

Wellness Consultant Services

Request for Proposal (RFP)

125 EAST COURT STREET

ITHACA, NY 14850

TEL. 607-274-5590

FAX 607-274-5505

CONSORTIUM@TOMPKINS-CO.ORG

[HTTP://HEALTHCONSORTIUM.NET/](http://HEALTHCONSORTIUM.NET/)

RFP Response Due Date: Friday, March 16, 2018

**REQUEST FOR PROPOSAL
WELLNESS CONSULTANT SERVICES**

INTRODUCTION

The Greater Tompkins County Municipal Health Insurance Consortium (Consortium) is requesting proposals for wellness consulting services on its Article 47 self-insured medical plan for the period of April 1, 2018 – March 31, 2019. The Medical Plan is administered by Excellus BlueCross BlueShield (“Excellus”). Prescription drug benefits are administered by a ProAct.

The Consortium is seeking a firm or individual to plan, coordinate, direct and evaluate all Consortium wellness programs and operations to ensure the Consortium’s vision of a culture of preventative health care are conducted efficiently and effectively and in accordance with the Board’s direction.

In addition, the Consultant would Stay abreast of wellness initiatives locally, statewide and nationally, become the point of contact with each of our thirty one (31) municipal partners; support municipal partners in developing wellness policy and implementing worksite wellness programs; develop opportunities to collaborate with other employers in our area and our TPA’s; and provide Wellness content for Consortium website, newsletter, and other subscriber outreach material.

OVERVIEW OF THE GREATER TOMPKINS COUNTY MUNICIPAL HEALTH INSURANCE CONSORTIUM

The Consortium is a self-insured, Article 47 Plan, that offers medical and prescription drug health insurance coverage to its participants. Currently the Consortium covers more than 2,400 employees and retirees and is made up of the following municipalities:

City of Cortland	City of Ithaca	County of Tompkins
Town of Caroline	Town of Danby	Town of Dryden
Town of Enfield	Town of Groton	Town of Ithaca
Town of Lansing	Town of Ulysses	Village of Cayuga Heights
Village of Dryden	Village of Groton	Village of Trumansburg
Village of Homer	Town of Willet	Town of Marathon
Town of Virgil	Town of Truxton	Village of Union Springs
Town of Aurelius	Town of Montezuma	Town of Moravia
Town of Preble	Town of Springport	Town of Scipio
Town of Cincinnatus	Town of Owasco	Town of Newfield
Town of Homer		

The Consortium was awarded Article 47 certification on October 1, 2010 with an operational effective date of January 1, 2011. The Consortium initially consisted of thirteen municipal corporations within Tompkins County. Under the Tompkins County umbrella are also employees of Tompkins Cortland Community College, Tompkins County Public Library and Tompkins County Soil and Water Conservation District. On January 1, 2013, the Consortium added two additional municipal corporations, the City of Cortland and the Town of Lansing. In 2015, the Consortium expanded its market area to the six (6) contiguous counties to Tompkins.

The Consortium’s medical plans cover approximately 5,100 active employees, retirees and their dependents. Enrollment eligibility determination for active employees, their dependents and retirees is performed independently by each municipality. More information about the Consortium can be found on our website: <http://healthconsortium.net> under the Owning Your Own Health Committee from the Board of Directors/Committee tab.

SCOPE OF WORK

1. Plan, coordinate, direct, and evaluate all Consortium wellness programs and operations to ensure the Consortium's vision of a culture of preventative health care is conducted efficiently and effectively and in accordance with the Board's direction.
2. Develop point of contact with each municipal partner and, at least semi-annually, make site visits including connection with subscribers. (Board meetings are typically in evenings and staff meetings during regular business hours.)
3. Support municipal partners in developing their wellness policy and implementing their individual worksite wellness programs.
4. Conduct outreach to all subscribers of wellness information and program opportunities and facilitate program enrollment.
5. Stay abreast of wellness initiatives locally, statewide, and nationally. Share that information with municipal partners and recommend Consortium-wide wellness initiatives.
6. Seek opportunities to collaborate with other employers in our area and our TPA's for developing and implementing Consortium-wide and individual wellness programs.
7. Attend and support all monthly meetings of the Owning Your Own Health Committee and occasional additional meetings as directed by Board of Directors.
8. Provide Wellness content for Consortium website, newsletter, and other subscriber outreach material that is evidence based and current best practice.

PROPOSAL REQUIREMENTS

Organization and History

1. If a firm:
 - a. Please provide a brief overview of your company and history of your organization.
 - b. Describe any parent/subsidiary/affiliate relationships.
 - c. Please provide information on the team and resumes (including the roles and qualifications) of each individual that would be directing this program and working directly with the Consortium on this initiative.
2. If an individual, please provide a resume of education, experiences, and skills relevant to this scope of work.
3. If different, please provide the name, title, address, email, and telephone number of the individual(s) responsible for responding to this request for proposal.

Project Services

1. Please provide a comprehensive overview of the consultant services you are proposing.
2. Please indicate the amount of time you deem is necessary to complete this scope of work.
3. Please detail the role and responsibility of the Consortium in ensuring your success in carrying out this responsibility.
4. Please describe how you intend to begin your outreach to benefits managers at each municipal partners and subscribers regards wellness information and programs.

Fees and Other Costs

1. Please provide a detailed description of the fees associated with the proposed services including travel and preparation. This description should include:
 - What consulting services (if any) are not included in the above proposed fees.
 - How costs will be determined, including any related hourly charges and expected out-of-scope work expenses.
 - Travel expenses must be included in your fees.
 - Identify any other service, activity or fee (i.e., postage, handling, supplies, services, etc.) that would be a potential cost to the Consortium. Please be very specific as you should assume if it is not itemized in response to this questionnaire, it would not be considered a chargeable fee.
2. Please include the fees for on-site visits at our 31 municipal partners; recognizing that the larger partners (Tompkins County, City of Cortland, City of Ithaca, and Town of Ithaca have multiple worksite locations) as well as at least monthly visits to Ithaca, NY for presentations and coordination with Consortium Board and Owing Your Own Health Committee (please itemize).
3. Please describe what additional consulting services your team could offer (if any) not included in the above proposed fees. Please outline how costs will be determined, including any related hourly charges and expected out-of-scope work expenses.
4. Please provide your proposed reimbursement schedule.
5. In addition to the above responses, please identify any other service, activity or fee not covered (i.e., postage, handling, supplies, services, etc.) that would be a potential cost to the Consortium. Please be very specific as you should assume if it is not itemized in response to this questionnaire, it would not be considered a chargeable fee.

References

Please provide at least three (3) references for whom you have performed similar consulting services and schools or municipalities that you have worked with, if any, including contact name, address, phone number and email.

Vendor Selection Criteria

The Consortium will evaluate vendor responses to this RFP and make selection based on the following criteria and the attached relative weighting:

Experience

- Wellness programs and health care
- Effective communication with a wide variety of partners and personnel.
- Establishing trusting, collaborative, partnering relationships.
- Human Resource functions
- Municipal Government
- Portfolio of similar work

Scope of Project Services

Proposal in the Consortium's best interest

Project Management Services

- Attend and support all meetings of the Owning Your Own Health Committee
- Provide Wellness content for Consortium website, newsletter, and other subscriber outreach material.
- Work site visits and program support

Fees and Other Costs

- Hourly Fee or other proposal for service cost
- Additional associated other fees (i.e. travel, preparation, and other services)

Proposal may include the option to extend the agreement for two additional years.

Interviews at our headquarters may be requested.

References

Submission of Bid

All questions concerning this solicitation must be emailed to:

consortium@TOMPKINS-CO.ORG

Proposal submission must be done electronically (Subject line: Wellness Consultant RFP) and are due by
March 16, 2018 @ 4 PM

Required Documents

The Greater Tompkins County Municipal Health Insurance Consortium requires the attached documents to be completed and all requested information submitted with your proposal. If you fail to provide any of the required documents or information, your proposal will be deemed incomplete and may be removed from consideration for this service.

Instructions to Bidders

1. All bid and questions must be submitted electronically to: consortium@tompkins-co.org. Any responses to questions will be posted on the Consortium's website: www.healthconsortium.net To submit a bid, bidders should take the following steps:

***NOTE: If you experience difficulty submitting a bid or rfp response please contact the Greater Tompkins County Municipal Health Insurance Consortium (Consortium) via email (preferred), edconsortium@tompkins-co.org or by telephone, (607) 274-5590 immediately for assistance or further instructions. If you do not receive a response from the above provided telephone number you may contact (607) 274-5434.**

2. All responders will be notified to confirm receipt of their bid.

3. Bids will not be accepted after the designated time.

3. Bidders are responsible for reporting any errors found in the bid specifications to consortium@tompkins-co.org. Failure to report errors constitutes acceptance as written.

4. The Consortium reserves the right to "Revise" or "Amend" the bid specifications prior to the bid opening date by written "Addenda". It is the responsibility of the bidder to ascertain whether any addenda have been issued by checking with the Consortium prior to submitting their bid.

5. No charge shall be allowed for federal, state, municipal sales, surcharges, or excise taxes from which the Consortium is exempt. Exemption certificates will be forwarded to the successful bidder upon request.

7. Bidders shall indicate on the cover page of their bid the following information: A. Title of Bid B. Date & Time of Bid Opening C. Company Name. Each bid must be submitted under separate cover and will be considered on its own merits.

8. In an effort to promote greater use of recycled and environmentally preferable products and minimize waste, all responses submitted should comply with the following guidelines:

A. All copies should be delivered electronically

B. Unnecessary samples, attachments or documents not specifically asked for should not be submitted.

9. The following forms are to be submitted with the bid package:

A. Bid form, filled out in its entirety

B. Non-Collusive Affidavit, signed and dated

All responders submitting proposals under the provisions of the specifications are subject to the provisions of Section 103 of the General Municipal Law of the State of New York. A signed Non-

Collusive Bidding Certificate (included in the specification package) must be submitted with each response on the form provided

- C. Anti-Discrimination Clause, signed and dated
- D. References as indicated in the bid specifications
- E. Bid Sign-Off Sheet, filled out in its entirety
- F. Iran Divestment Act Compliance Form
- G. Vendor Responsibility Form
- H. Any other information required in the bid specifications

Under no circumstances is it necessary to return the technical specifications with the bid. The bidder should retain them for their records.

10. Bidders submitting a bid will be supplied with a copy of the bid tabulation, upon request, with the bid award information as soon as they become available.

11. Failure to submit any of the above data may result in the rejection of the bid as non-responsive. Furthermore, the Consortium reserves the right to require the vendor to supply any additional information it deems necessary to determine the successful responsive/responsible vendor and further to waive any minor informalities it deems to be in its best interest.

12. All bids submitted to Consortium become the property of Consortium and are subject to Public Information Policy. Any confidential information, such as a company's financial status, if required by the specifications, shall be submitted in a separate sealed envelope with the word "CONFIDENTIAL" on the outside.

13. The apparent silence of the specifications as to any details or the omission from it of a detailed description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used, specified or accepted.

14. The Consortium reserves the right to consider a bid "incomplete" or "non-responsive" if it is not submitted in accordance with the provision of the specifications, or to waive informalities in any bid as received. The Consortium also reserves the right to reject any and all bids that do not prove to be in the best interest of the Consortium without cause.