



LEVY COUNTY

FLORIDA

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
310 SCHOOL STREET
BRONSON, FL 32621

RFP_2026_02 - Levy County Employee Health Insurance

Date of Distribution/post on OpenGov	April 17, 2026
Deadline for Questions and Contract Exception Form	May 4, 2026, 10:00am
Final Addenda Posted	May 5, 2026, 4:00pm
Proposal Due Date NOTE: Any proposal that is submitted after the due date and time (regardless of reason) will be rejected by	May 18, 2026, 10:00am
Proposal Opening (Non-Mandatory)	May 18, 2026, 11:00am Levy County Government Center, 318 Mongo Street, Room C, Bronson, FL 32621
Professional Services Committee Meeting to review and rank proposals (Non-Mandatory)	June 3, 2026, 1:00pm Levy County Government Center, 318 Mongo Street, Room C, Bronson, FL 32621

County Commission Meeting - Authorize staff to negotiate with top firm(s) in ranked order & authorize Chair to sign the Contract (Non- Mandatory)	July 7, 2026, 9:00am Levy County Government Center Auditorium, 310 School Street, Bronson, FL 32621
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SUBMITTAL OF RESPONSE: Levy County only accepts electronic submittals through OpenGov Procurement at <https://procurement.opengov.com/portal/levycounty/projects/255056>. To submit a bid in response to this solicitation, the bidder must be registered with OpenGov. For questions relating to this procurement process, contact Jason Rivera, Director of Finance & Administration at rivera-jason@levycounty.org

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Attachments:

A - Sample Contract Health Insurance

B - CONTRACT EXCEPTION FORM

C - Employee_Census_Benefit for 2026 bid

D - Levy Claims Report JAN2024-MARCH2026

E - Levy HCC JAN2024-MARCH2026

F - Levy County BOCC - Benefits Guidebook 2025

1. ADVERTISEMENT

BOARD OF COUNTY COMMISSIONERS

LEVY COUNTY, FLORIDA

REQUEST FOR PROPOSALS

RFP_2026_02 – Levy County Employee Health Insurance

Notice is hereby given that Levy County, Florida will be receiving sealed bids via OpenGov Procurement at <https://procurement.opengov.com/portal/levycounty/projects/255056>, for the following:

The intent of the County is to enter into an agreement with an experienced and qualified professional individual or firm to provide premiums/rates and administrative services related to group health, life and vision insurance for County employees and dependents as described in detail in the Request for Proposals documents.

BID OPENING AT THE LEVY COUNTY GOVERNMENT CENTER

318 MONGO ST, ROOM C

BRONSON, FL 32621

BID DUE DATE: Monday, May 18, 2026 - 10:00 am

E-BID OPENING DATE: 5/18/2026 – 11:00 AM

All bid documents are available online through OpenGov at <https://procurement.opengov.com/portal/levycounty/projects/255056>. If you have any questions, please contact Jason Rivera, Director of Finance & Administration at (352) 486-5218 or rivera-jason@levycounty.org.

2. PROJECT REQUIREMENTS

2.1. RFP TIMELINE

The County reserves the right to revise this timeline by issuance of written addenda to this RFP. Proposer must adhere to the published timeline, as revised from time to time.

Date of Distribution/post on OpenGov:	April 17, 2026
Deadline for Questions and Contract Exception Form:	May 4, 2026, 10:00am
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County Commission Meeting - Authorize staff to negotiate with top firm(s) in ranked order & authorize Chair to sign the Contract (Non-Mandatory):	July 7, 2026, 9:00am Levy County Government Center Auditorium, 310 School Street, Bronson, FL 32621

2.2. BACKGROUND

Levy County is a local government entity governed by a Board of County Commissioners (the "Board" or "BOCC") and administered by a County Manager. The County is approximately 1,413 square miles in size and has a population of approximately 46,000 (that includes 7 municipalities). The unincorporated area is largely rural with approximately 92.8% of the County's Future Land Use being comprised of Natural Resources and Conservation (18%), Forestry/Rural Residential (42.4%) and Agricultural/Rural Residential (32.4%).

2.3. PROPOSAL FORMAT/CONTENTS

Proposals should be numbered sequentially. In determining the overall quality and completeness of a proposal, document presentation, organization, and format will be considered. Proposals must be organized in the following format. If any criterion is not applicable, or if the proposer has no information to provide in response to that criterion, the proposer shall so indicate.

Part 1 – Knowledge, Experience and Qualifications of Personnel and the Firm (Total Possible Points 35):

- A list of the persons who will be assigned to provide the Services with a description of their anticipated role, including identifying the primary contact to manage the Services.
- A resume for each person on the list that describes their experience, education, and qualifications to provide the Services.
- A list of projects/work of a similar nature that the firm or its personnel have been involved.

Part 2 – Approach to Services (Total Possible Points 30):

Proposer shall provide a written narrative explaining their intended approach and a proposed timeline for the completion of the Services with clear deadlines and specific action items identified for each phase of the project, including alternatives for providing effective stakeholder engagement and public participation and underrepresented members of our community.

Part 3 – Price Proposal (Total Possible Points 30):

Proposer shall describe basis for billing for the Services, such as a fixed fee for each Task or hourly rates with a not to exceed amount per Task. Please include time/cost for travel to public meetings. For Budget purposes, it is critical to the County to have a maximum cost for these Services.

Part 4 – Forms and Documents (Total Possible Points 5):

- Completed Proposal Signature Form (with all Forms and required documents attached); and
- Copies of Certifications/Licenses (if any) of personnel who will be assigned to the Services.

2.4. REVIEW OF PROPOSALS; SELECTION PROCESS

The County will evaluate each complete proposal received based on capabilities, adequacy of personnel, past record, experience, whether the proposer is a certified minority business enterprise and other factors determined by the County to be applicable to the particular requirements of the Services. The County reserves the right to reject any response, or any part of a response, reject all responses, to waive any irregularities in any responses, and to award the Contract(s) as deemed to be in the best interest of the County. The Board shall be the final judge of the merits of any award and its decision(s) shall be final.

The following selection process will be followed for this RFP:

First, the proposals will be publicly opened at the date/time/place specified in this RFP and the name of each proposer will be announced at that meeting.

Second, the Evaluation Committee will hold a public meeting to discuss and score the proposals (based on the weighted criteria in "Proposal Format/Criteria" above.) The Professional Services Committee may hold a closed meeting to conduct interviews (if they determine interviews necessary) by phone or virtual means, such as Teams, Zoom, or Go to Meeting.

Third, the Evaluation Committee will present its ranking to the Board of County Commissioners, who, if satisfied, will direct the County Manager (or designee) to negotiate with the proposers in ranked order, and authorize the Chair to sign the Agreement (in the Form contained in the ATTACHMENTS section of this RFP), subject to approval by the County Attorney as to form and legal sufficiency.

Note: In the event that the top ranked proposer does not execute an Agreement, the County reserves the right to negotiate with the next highest ranked proposer, and so on, until an Agreement is executed or until the County elects to end the RFP process.

Note regarding Public Meetings and Public Records: In accordance with Section 119.071(1)(b)2, Florida Statutes, the sealed proposals, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from Section 119.07(1), Fla. Stat., and s. 24(a), Art. I of the State Constitution, until such time as the County provides notice of an intended decision or until 30 days after opening the proposals, proposals, or final replies, whichever is earlier.

In addition, in accordance with Section 286.0113(2), Florida Statutes, any portion of a meeting at which a proposer makes an oral presentation, answers questions, or engages in negotiations as part of a competitive solicitation is exempt from the public meeting requirements in Section 286.011, Florida Statutes and S. 24(b), Article I of the Florida Constitution; but will be recorded and made available as required by State law.

3. INSURANCE REQUIREMENTS

The (Contractor/Vendor) shall furnish Levy County (County) with Certificates of Insurance. The Certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. The County is to be specifically included as an additional insured on all policies except Workers' Compensation. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. All certificates of insurance must be on file with and approved by the County before the commencement of any work activities.

3.1. Worker's Compensation

Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$300,000 each accident.

3.2. Professional Liability Insurance

Coverage of a minimum one million dollars (\$1,000,000) in coverages for this project.

3.3. Public Liability Insurance

Policy must include bodily injury and property damage, Combined Single Limits (CSL) of \$300,000 minimum.

3.4. Comprehensive General Liability Insurance

Policies shall include, but not be limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operations and Personal Injury covering liability assumed under indemnification provisions, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$500,000, each occurrence; and property damage of not less than \$100,000, each occurrence. (Combined single limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, and the policy shall include Broad Form Property Damage coverage.

3.5. Commercial Automobile and Truck Liability Insurance

Policies shall cover owned, hired and non-owned vehicles with minimum limits of \$300,000 each occurrence, and property damage of not less than \$100,000 each occurrence. (Combined single limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise state). Coverage shall be on an "occurrence basis" such insurance to include coverage for loading and unloading hazards.

4. SCOPE OF WORK

4.1. PROJECT DESCRIPTION

The County is seeking an experienced and qualified individual or firm to provide administrative services and premiums/rates for the provision of group health insurance, group life insurance, and group vision insurance programs which include:

A. Employer Paid – major medical (health insurance only). The County intends to contribute 100% of single coverage per employee in twelve monthly installments toward the cost of this program. A minimum of one (1) Preferred Provider Organization (PPO) Insurance Plan, a minimum of one (1) Health Maintenance Organization (HMO) Medical Insurance Plan, and a minimum of one (1) Health Savings Account (HSA) Medical Insurance Plan which will include an Employee Assistance Programs must be included. While not anticipated, future circumstances may change so that the Employer Paid major medical health insurance for County employees would be paid by County at some percentage less than 100%, with the difference to be paid by the applicable employee(s) through payroll deduction.

B. Employee Paid – major medical health insurance dependent coverage under the same plans as the employer paid major medical health insurance program, which will be paid by the applicable employee(s) through payroll deduction.

C. Employee Paid – Basic Life/Voluntary Life and Accidental Death and Dismemberment (AD&D) Term Insurance Plan, and Voluntary Supplemental Life Insurance Plan for Spouses and Dependents, the premiums/fees for which will be borne by the County and paid in twelve monthly installments.

D. Employee Paid – One (1) Vision Insurance Plan with coverage available for employees and their dependents, the premiums/fees for which will be paid by the applicable employee through payroll deduction.

E. Employee Paid—One (1) Dental Insurance Plan with coverage available for employees and their dependents, the premiums/fees for which will be paid by the applicable employee through payroll deduction.

Coverage for all insurance shall be proposed for a term beginning October 1st, 2026 and ending September 30, 2027. Coverage may be renewed annually upon mutual agreement of the County and a selected proposer.

4.2. GENERAL SERVICES REQUIREMENTS

In addition to all other requirements contained in this RFP, any proposal and the services and products provided pursuant to a proposal and this RFP will be subject to the following:

1. REQUIRED TIME LINE: Dates for open enrollment, issuance of I.D. cards, or any other administrative services will be as determined by the County.

2. INSURER QUALIFICATIONS: Proposals will only be accepted from financially sound insurers/claims administrators, authorized to do business in Florida. Best's rating of "A" or better is required for each insurer being proposed. As set

out in section RP-07 of this RFP, proposers should explain the full range of their services available to the County and should state their experience, expertise and data processing capability. Background information should be furnished on personnel that will service the group. Please, provide a list of other political subdivisions, i.e., county, city, or school boards to which the proposer is currently providing benefits or related services; include the contact person and phone number for these accounts.

3. HMO/PPO QUALIFICATIONS: Proposals are expected from HMO's and PPO's authorized to do business in Florida with acceptable financial strength. Area provider lists must accompany your HMO and PPO proposals. All HMO and PPO networks must be organized and in place. HMO's and PPO's should explain the full range of their services available. Background information should be furnished on HMO and PPO personnel that will service the group. All HMO's must be accredited by the N.C.Q.A. Levy County will also consider proposals from self-insured pools.

4. SUBCONTRACTING: Where proposers do not have "in-house" capability to perform work desired in the RFP, subcontracting will be permitted only with prior knowledge and approval of proposed subcontractors by the County. The County must be assured and agree that any proposed subcontractor(s) can perform the work to the desired quality and in a timely manner. Therefore, the name of any intended subcontractor(s) should be identified in the proposal.

5. SUCCESSFUL PROPOSER HOLD HARMLESS/PAY ON BEHALF: The successful proposer will maintain all claims fiduciary with the plan. Successful proposer will provide evidence of insurance as required in this RFP.

6. COMPLIANCE WITH LAWS: A proposer assures that proposed programs will meet the County's obligations set forth by any federal or state laws, rules or regulations in effect at or subsequent to, time of agreement (if any). Proposers shall comply with all applicable federal or state statutes, laws, rules or regulations in the provision of any services pursuant to an agreement entered into as a result of this RFP.

4.3. PLAN AND BENEFITS

This portion of the RFP is to describe the health insurance services desired, unless the language clearly indicates that it applies to other services as well. For the purposes of the RFP, the term "fully insured health benefits" will include medical benefits.

1. GENERAL ADMINISTRATION OF SERVICES: The successful proposer/insurer will be responsible for any filings and approvals of documentation or audits of the insurance plan which may be legally required. Proposers will describe, in detail, claims handling, statistical reporting services and other services normally provided, and set forth the administrative services proposed.

2. PROGRAM IMPLEMENTATION: The successful proposer will be expected to provide at no additional cost a plan document, certificates or booklets, and any other appropriate literature (including, but not limited to, literature for orientation meetings) to describe benefits to employees. Literature distributed to employees must be in layman's terms. Proposers must indicate the procedure and assistance to be provided for enrollment of employees who become eligible after plan inception. (Sample copies of brochures and any other documents should be included in proposal).

3. CLAIMS SERVICE: A successful proposer must provide prompt and efficient claims service for benefits which require submission of claims. Proposers must identify standard claims turn-around time. The preferred turn-around time for a claim will be from the date a claim is received by the claims administrator until payment is received by the participants or medical service providers. Each proposer must state the location and staffing of the claims office, which will serve the County. The successful proposer will be required to verify eligibility and verify benefits for the employees and dependents. The insurer/provider whose rates the proposer provides for the employee and dependent health coverages and the vision coverage must also provide a claims account representative dedicated to providing claims assistance to the County, and its employees and employees' dependents in processing claims. Documentation or statements indicating that such a claims account representative will be provided by the insurer/provider must be included in the proposal.

4. PREMIUM/CLAIMS EXPERIENCE RECORDS: The successful proposer must provide timely reports which provide details on its experience and which may be used to detect trends in benefit utilization which can be controlled to reduce ultimate group benefits program costs. Reports shall include, but not be limited to, the information detailed below.

i. Each quarter, the successful proposer shall provide summaries of enrollment, paid claims (separately for employees, retirees, COBRA, and their dependents and separately for medical) for the month just completed and a recap of policy years' experience to date. Claims reports are to be provided additionally for 12 months after plan termination plus any extension of benefit periods. Each report should be identified by employee group established by the County.

ii. Proposers should submit a listing of the variety of claims reports and other management reporting systems available to the County, and sample copies of each format that may be requested by the County.

iii. If a proposer cannot comply with reporting as outlined herein, the proposer should provide that information and provide the types of reporting the proposer is able to provide.

5. COBRA AND CONVERSION BENEFITS: In addition to providing mandated COBRA benefits, the successful proposer shall make conversion benefits available to participants entitled to continue similar coverage, without evidence of insurability, as prescribed by Florida law. Proposals should indicate to what extent the proposal extends to the legal liability of the County or is extended by the proposer's COBRA vendor. The County currently utilizes a COBRA vendor who performs this service. This service must be included in the proposal. Retirees shall have an option to remain in the County's regular group program at their expense.

6. FUNDING AND DELIVERY SYSTEMS: The County requests all proposals on the following basis:

i. Funding Options: Fully insured and self-funded programs shall be considered. For fully insured programs, a sixty (60) day premium delay is required.

7. PROVISION OF LEGAL DEFENSE: Proposals must indicate the extent to which the proposers will provide a legal defense and/or pay claims in the event of suit by plan participants, and the extent to which the expense of such legal defense will be paid by the proposer.

4.4. PPO/HMO

This section of the RFP applies to the PPO/HMO element in proposals.

1. COMPLIANCE WITH FLORIDA STATUTES: A proposer assures that proposed programs will meet the County's obligations set forth by any federal or state laws, rules or regulations in effect at or subsequent to, time of agreement (if applicable). A successful proposers shall comply with all applicable federal or state statutes, laws, rules or regulations in the provision of any services pursuant to an agreement entered into as a result of this RFP.

2. NATURE OF PPO/HMO: Proposals must indicate if the sponsor of the PPO/HMO is an insurer, a hospital or a physician's group. Proposals also must indicate if the network is owned or rented and the source location for the network management.

3. NETWORK: Proposals must provide descriptive materials of the plan offered, listings of preferred providers (including hospitals, general practitioners, specialists, and pharmacies), locations and office hours of providers and arrangements for after hours or emergency services. Proposals must state when the last previous provider directory was published and how often it is revised.

4. COST CONTAINMENT: Proposals must describe the nature and special features of the PPO and the HMO plans offered. Indicate how benefits, deductibles and co-payments are applied or recommended by the PPO/HMO and any required or recommended penalties for non-use of preferred providers. Proposals should describe discounts and other pricing arrangements that the PPO/HMO has negotiated with hospitals and physicians who will provide cost reductions to the County. Although statewide averages are useful, it is preferred that discounts in the Levy County area be disclosed. Proposals must indicate to what extent pre-admission review, concurrent review, psychiatric review, second surgical opinions and catastrophic case management are employed to control utilization. Proposers must provide specifics about any requirements of the network providers so the County and its plan participants can make use of the plan.

5. PROVISION OF LEGAL DEFENSE: Proposals must indicate the extent to which the PPO/HMO will provide a legal defense and/or pay claims in the event of suit by plan participants.

6. HMO/PPO: Proposals must include nine (9) copies of a proposer's network provider listing and booklets for benefits.

7. CONTINUUM OF TREATMENT: It is the desire of the County that the currently enrolled employees experience no loss in existing coverage or treatment plans. Continuity of existing providers in treatment plans is of the utmost importance. The successful proposer must provide that continuity of treatment to County employees and their dependents. Specifically related to providers, proposals must state how, when and who will work with our large claimants to assure the quality of care of employees and dependents is not compromised or interrupted. Proposals must state whether current approved ongoing procedures will need to be recertified by your organization or will they continue their current treatment plan with no interruption of service or provider.

Proposals must include a description of proposer's grievance procedures.

4.5. ADDITIONAL INFORMATION

The employee group contains approximately 255 active employees and retirees for group health and group vision. Additionally, there are 406 active employees and retirees for group life insurance. Additional information on employees and claims history is attached. This information is provided to facilitate proposals. Much effort was made to provide necessary and accurate information when this request was prepared, but the County is not to be penalized for any lack of completeness. Accuracy of this data is not guaranteed. It is the sole responsibility of proposers to assure that they have all information necessary for submission of their proposals.

5. INTENT AND GENERAL INFORMATION

Thank you for your interest in working with Levy County. General information regarding this procurement process is provided below:

5.1. INTENT

It is the intent of Levy County ("County") to negotiate a contract with a qualified proposer who meets, or exceeds, all requirements set forth in this Request for Proposals ("RFP").

5.2. QUESTIONS, EXCEPTIONS TO FORM OF AGREEMENT AND ADDENDA

There shall not be any contact between a potential proposer/proposer or their representative(s) and any member of County Staff or County Commissioners regarding this Project or RFP.

The County will not respond to verbal (in person or phone) questions regarding this RFP. Proposers must submit written questions via the OpenGov Procurement Portal at <https://procurement.opengov.com/portal/levycounty/projects/255056>

Any proposer who requires/requests revision(s) to the Form of Agreement must submit a completed Contract Exception Form. The County is under no obligation to grant any exceptions and proposals that are contingent on exceptions being granted will not be accepted. If an exception is rejected by the County during the question portion of this RFP process and the proposer subsequently submits a proposal, the proposer is deemed to have waived their request for an exception.

All questions and Contract Exception Forms must be received by the County prior to the deadline for same in order to receive a response. The Contract Exception Forms can be found in the ATTACHEMENTS section of this RFP. The County will respond to each question and each completed Contract Exception Form and will issue written addenda for any supplemental instructions or clarifications to the RFP or the Contract. All addenda will be posted in County's OpenGov Procurement Portal. Each proposer must acknowledge receipt of addenda as part of its proposal and is presumed to have read and be thoroughly familiar with the provisions of this RFP and its addenda.

5.3. HOW TO SUBMIT A PROPOSAL

The County only accepts electronic submittals through OpenGov Procurement. In order to submit a proposal, the proposer must be registered with OpenGov. The complete proposal must be uploaded in PDF format unless the RFP specifically states otherwise. Any proposal submitted after the due date and time will not be accepted by OpenGov and will not be considered. The County is not responsible for any delays in delivery or uploading of a proposal caused by any issues experienced in attempts to upload on OpenGov or caused by any other occurrence. A proposer should give sufficient time to address any delivery or uploading issues when it schedules the submittal of its proposal.

Proposals must be submitted in the format specified by the County in this RFP. Any erasures or other corrections to the County Forms must be explained or noted over the signature of the proposer. Forms containing any conditions, omissions, erasures, alterations, or irregularities of any kind, whether explained or noted or not, may be rejected by the County.

The documents listed within the Vendor Questionnaire must accompany any proposal submitted. A proposal submitted without the required documents may result in the County deeming the proposal non-responsive. The County reserves the right to request additional information from any proposer prior to award.

The County is not responsible for any expense incurred by a proposer in reviewing, evaluating, preparing, or submitting a proposal. Proposers are solely responsible for the entire expense of responding to this RFP.

5.4. WITHDRAWAL OF PROPOSALS

Modifications to or withdrawal of a proposal may be made up until the Due Date. Modifications and withdrawals must be documented in OpenGov in order to be recognized by the County. Error or negligence in preparing the proposal confers no right for withdrawal of the proposal after it has been opened.

5.5. ARITHMETIC DISCREPANCIES

For the purpose of evaluation of proposals, the following will be utilized in resolving arithmetic discrepancies found in any proposal:

- A. Obviously misplaced decimal points will be corrected.
- B. In case of discrepancy between unit price and extended price, the unit price will govern.
- C. Apparent errors in addition of lump sum and extended prices will be corrected.

5.6. PROPOSAL PREPARATION & SUBMITTAL EXPENSES

The County is not responsible for any expense incurred by a proposer in reviewing, evaluating, preparing, or submitting a proposal. Proposers are solely responsible for the entire expense of responding to this RFP.

5.7. CODE OF ETHICS

With respect to this RFP, if any proposer violates or is a party to a violation of the State of Florida Code of Ethics for Public Officers and Employees, Chapter 112, Part III, Florida Statutes, such proposer shall be disqualified from furnishing the goods or services for which the proposal is submitted and may be further disqualified from participating in future County procurement processes.

5.8. PROPOSAL OPENING; PROPOSAL SUBMITTALS

In accordance with Section 255.0518, Florida Statutes, the proposals will be opened at a public meeting, and the name of each proposer and the price submitted in the proposal will be announced at that meeting. However, in accordance with Section 119.071(1)(b)2, Florida Statutes, the sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from Section 119.07(1), Fla. Stat., and s. 24(a), Art. I of the State Constitution, until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

5.9. EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the provisions of Title VI of Civil Rights Act of 1964 and the Regulations of the Department of Commerce issued pursuant to such Act, no proposer will be discriminated against on the grounds of race, color, or national origin. In addition, in accordance with the provisions of the County's Procurement Policy, small and minority business enterprises, women's business enterprises and labor surplus area firms will be afforded full opportunity to submit responses to this RFP.

6. EVALUATION CRITERIA

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Knowledge, Experience and Qualifications of Personnel and the Firm A. A list of the persons who will be assigned to provide the Services with a description of their anticipated role, including identifying the primary contact to manage the Services. B. A resume for each person on the list that describes their experience, education, and qualifications to provide the Services. C. A list of projects/work of a similar nature that the firm or its personnel have been involved. D. A list of all litigation and license actions.	Points Based	35 (35% of Total)
2.	Approach to Services Proposer shall provide a written narrative explaining their intended approach and a proposed timeline for the completion of the Services with clear deadlines and specific action items identified for each phase of the project, including alternatives for providing effective stakeholder engagement and public participation and underrepresented members of our community.	Points Based	30 (30% of Total)
3.	Price Proposal Proposer shall describe basis for billing for the Services, such as a fixed fee for each Task or hourly rates with a not to exceed amount per Task. Please include time/cost for travel to public meetings. For Budget purposes, it is critical to the County to have a maximum cost for these Services.	Points Based	30 (30% of Total)

4.	Forms and Documents A. Completed Proposal Signature Form (with all Forms and required documents attached); and B. Copies of Certifications/Licenses (if any) of personnel who will be assigned to the Services.	Points Based	5 <i>(5% of Total)</i>
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7. PRICING PROPOSAL

HEALTH COVERAGE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Employee Only - Option 1 - Similar to Current	1	Each		
2	Employee Only - Option 2 - Alternate Benefits	1	Each		
3	Employee Only - Option 3 - Alternate Benefits	1	Each		
4	Employee + Spouse - Option 1 - Similar to Current	1	Each		
5	Employee + Spouse - Option 2 - Alternate Benefits	1	Each		
6	Employee + Spouse - Option 3 - Alternate Benefits	1	Each		
7	Employee + Child(ren) - Option 1 - Similar to Current	1	Each		
8	Employee + Child(ren) - Option 2 - Alternate Benefits	1	Each		
9	Employee + Child(ren) - Option 3 - Alternate Benefits	1	Each		
10	Employee + Family - Option 1 - Similar to Current	1	Each		
11	Employee + Family - Option 2 - Alternate Benefits	1	Each		
12	Employee + Family - Option 3 - Alternate Benefits	1	Each		
13	Premium Guarantee	1	Each		
14	1 Year	1	Each		
15	2 Years	1	Each		
16	3 Years	1	Each		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
TOTAL					

DENTAL COVERAGE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Employee Only - Option 1 - Similar to Current	1	Each		
2	Employee Only - Option 2 - Alternate Benefits	1	Each		
3	Employee + Spouse - Option 1 - Similar to Current	1	Each		
4	Employee + Spouse - Option 2 - Alternate Benefits	1	Each		
5	Employee + Child(ren) - Option 1 - Similar to Current	1	Each		
6	Employee + Child(ren) - Option 2 - Alternate Benefits	1	Each		
7	Employee + Family - Option 1 - Similar to Current	1	Each		
8	Employee + Family - Option 2 - Alternate Benefits	1	Each		
9	Premium Guarantee	1	Each		
10	1 Year	1	Each		
11	2 Years	1	Each		
12	3 Years	1	Each		
TOTAL					

VISION COVERAGE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Employee Only - Option 1 - Similar to Current	1	Each		
2	Employee Only - Option 2 - Alternate Benefits	1	Each		
3	Employee + Spouse - Option 1 - Similar to Current	1	Each		
4	Employee + Spouse - Option 2 - Alternate Benefits	1	Each		
5	Employee + Child(ren) - Option 1 - Similar to Current	1	Each		
6	Employee + Child(ren) - Option 2 - Alternate Benefits	1	Each		
7	Employee + Family - Option 1 - Similar to Current	1	Each		
8	Employee + Family - Option 2 - Alternate Benefits	1	Each		
9	Premium Guarantee	1	Each		
10	1 Year	1	Each		
11	2 Years	1	Each		
12	3 Years	1	Each		
TOTAL					

GROUP LIFE INSURANCE COVERAGE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Employee Only - Option 1 - Similar to Current	1	Each		
2	Employee Only - Option 2 - Alternate Benefits	1	Each		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
3	Premium Guarantee	1	Each		
4	1 Year	1	Each		
5	2 Years	1	Each		
6	3 Years	1	Each		
TOTAL					

8. VENDOR QUESTIONNAIRE

1. Proposal Documents (without Cost)*

Upload your proposal here.

Do not include any pricing information in your proposal.

*Response required

2. Proposal Signature Form*

Please download the below documents, complete, and upload.

- [Proposal Signature Form.pdf](#)

*Response required

3. Is Proposer a small or minority business, women's business enterprise, or labor surplus area firm? *

☐ Yes

☐ No

*Response required

4. Sworn Statement on Public Entity Crime*

Please download the below documents, complete, and upload.

- [SWORN STATEMENT ON PUBLIC E...](#)

*Response required

5. Non-Collusion Affidavit*

Please download the below documents, complete, and upload.

- [NON-COLLUSION.pdf](#)

*Response required

6. Drug-Free Workplace Certification*

Please download the below documents, complete, and upload.

- [DRUG-FREE WORKPLACE FORM.pdf](#)

*Response required

7. Anti-Human Trafficking Affidavit*

Please download the below documents, complete, and upload.

- [ANTI-HUMAN TRAFFICKING AFFI...](#)

*Response required

8. Foreign Country of Concern Affidavit*

Please download the below documents, complete, and upload.

- [Foreign Country of Concern ...](#)

*Response required

9. Do you have any conflicts of interest?*

- ☐ Yes
☐ No

*Response required

When equals "Yes"

9.1. Conflict of Interest Disclosure Statement*

Please download the below documents, complete, and upload.

- CONFLICT OF INTEREST DISCLO...

*Response required

10. Vendors on Scrutinized Companies List*

By clicking "Please confirm", the proposal proposer, certifies that it is not:

- A. listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes,
- B. engaged in a boycott of Israel,
- C. listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or
- D. engaged in business operations in Cuba or Syria.

Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the proposal proper immediately or immediately terminate any agreement entered into for cause if the proposal proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the proposal proposer has submitted a false certification, the County will provide written notice to the proposal proposer. Unless the proposal proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the proposal proposer. If the County's determination is upheld, a civil penalty shall apply, and the proposal proposer will be ineligible to propose on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by proposal proposer.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

- ☐ Please confirm

*Response required

11. W-9 Copy*

*Response required

12. Certificate of Insurability*

Please download the below documents, complete, and upload.

*Response required

13. Evidence Qualified to Transact Business*

Upload your SunBiz Registration here.

*Response required

14. Copies of and Applicable/Current License/Certs*

*Response required