

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
REQUEST FOR PROPOSAL
NO. 20/21-028
FOR
GROUP DENTAL INSURANCE

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Suwannee River Water Management District
9225 CR 49
Live Oak, FL 32060
386.362.1001
386.362.1056 (Fax)
800.226.1066 (Florida only)
www.MySuwanneeRiver.com

SECTION 1 – INTRODUCTION

Suwannee River Water Management District (“SRWMD” or “The District”) is seeking proposals from Insurance Carriers for Group Dental Insurance for employees of the District. The effective date of the contract will be January 1, 2022 and will be for a 12 month period. SRWMD requests a rate guarantee period of 2 years, but will favorably consider longer rate guarantee periods.

SECTION 2 - PROPOSED SCHEDULE

September 17, 2021	Release of Request for Proposal.
September 22, 2021	Written questions due by 4:00 p.m.
September 24, 2021	Answers posted on the District Website by 5:00 p.m.
September 29, 2021*	Proposals due by 11:00 a.m. & opened
October 4, 2021	Selection of Vendor(s) and Notice of Intent to Award

* Denotes a public meeting. All times denote Eastern Standard Time (EST).

- While the District has relaxed its Pandemic related restrictions and intends to host meetings in person at the District Headquarters, a virtual attendance option will remain available to those wishing to attend virtually. Specifics for public meeting virtual attendance options will be posted on the District website at least 2 business days before the meeting.

SECTION 3 - INSTRUCTIONS TO PROPOSERS

Proposals will be evaluated based on coverage, network, and price. Potential employee disruption, administrative burden, or other factors will also be considered.

Questions: To provide equal opportunity and ensure the same information is provided to all proposers, any questions should be submitted by email to Sharon.Hingson@SRWMD.org before 4 p.m. on September 22, 2021. The questions with answers will be posted on the District website www.mysuwanneeriver.com, on September 24, 2021 on or before 5:00 PM. Questions cannot be answered via telephone or other verbal communication.

Delivery of Proposal: One original, and one digital copy (in an ADA accessible pdf format) of the proposal should be sent to:

Kelly Wooley, Human Resources Coordinator
Suwannee River Water Management District
9225 County Road 49
Live Oak, Florida 32060 Phone: 386.362.1001

Proposals are due at the above address by 11:00 a.m. on September 29, 2021. Proposals will be opened at this time. Proposals received after this time, for any reason, will be rejected. Proposers are advised that no commercial overnight delivery agency will guarantee next day delivery to the above address.

Proposals must be hard copy. FAX transmittals will **not** be accepted.

All proposals shall be submitted in sealed envelopes with the **proposal number RFP No. 20/21-028 and proposal opening time and date (11:00 a.m. on September 29, 2021) clearly marked in large, bold and/or colored lettering**. Proposals delivered in an envelope not properly marked with the proposal number and proposal opening date and time that are inadvertently opened by District personnel will not be considered. The proposal shall be hand-delivered or mailed, preferably by registered mail.

All proposals submitted in electronic/digital format must include a certification by the Vendor that the electronic submission and all supporting documents are accessible according to 282.603 Florida Statutes and Section 508 of the Rehabilitation Act of 1973 relating to the creation and use of electronic documents. This requirement applies to editable formats, such as Microsoft Word, as well as portable document formats (PDF).

It is the obligation of the proposer to ensure that it has reviewed all amendments, addenda, and all questions and answers to this RFP as posted on the District website to ensure that the proposal responds to the most current information available for the RFP.

SECTION 4 – KEY POINTS

Challenge of Solicitation Process: If a potential respondent protests any provisions of this RFP, a notice of intent to protest shall be filed with the District in writing within 72 hours after the posting of the request for proposal on the District’s website. **“Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

Challenge of District’s Intent to Award Contract: If a respondent intends to protest District’s intent to award contract, the notice of intent to protest must be filed in writing within 72 hours after posting of a notice of intent to award contract and the respondent shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Any respondent who files a formal written protest pursuant to Chapter 28-110, Florida Administrative Code, and Section 120.57(3), Florida Statutes shall post with the District at the time of filing the formal written protest, a bond pursuant to Section 287.042(2)(c), Florida Statutes (2020) Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed in Chapter 28-110, Florida Administrative Code and Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. More specifically, **“Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

Americans With Disabilities Act: The District does not discriminate upon the basis of any individual’s disability status. This nondiscrimination policy involves every aspect of the District’s functions including one’s access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should contact Sharon Hingson, Records & Contracts Manager at 386.362.1001 or 800.226.1066 (Florida only). The District’s fax number is 386.362.1056.

Minority Business Enterprises: The District recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the District are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age, or sex. The District encourages participation by minority business enterprises. Whenever two or more service providers are ranked equally, a minority business enterprise shall be given preference in the award process.

Veteran's Preference: In the absence of minority business enterprise, whenever two or more service providers are ranked equally by the Selection Committee, a veteran-owned business enterprise shall be given preference in the award process.

Drug Free Workplace Act: The selected PROPOSER shall certify that it has established a drug free workplace.

Public Entity Crime: Section 287.133(2)(a), Florida Statutes, states "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

Scrutinized Company: Section 287.135, Florida Statutes, states "A company is ineligible to, and may not, proposal on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of:

(a) Any amount if, at the time of proposal on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, or is engaged in a boycott of Israel; or

(b) One million dollars or more if, at the time of proposal on, submitting a proposal for, or entering into or renewing such contract, the company:

1. Is 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 s. 215.473; or

2. Is engaged in business operations in Cuba or Syria."

Rejection of Responses: The District reserves the right to reject any and all proposals submitted. District also reserves the right to waive any minor deviations in an otherwise valid proposal.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-business hour period following the agency posting the notice of intended award, any employee or officer of the District concerning any aspect of this solicitation, except in writing as indicated above. Violation of this provision may be grounds for rejecting a response.

For this RFP only, this prohibition also applies contacting the District Consultant and Broker of Record, Gallagher Benefit Services, Inc. and any of it's agents, employees or officers.

SECTION 5 - SCOPE OF SERVICES

The Suwannee River Water Management District, hereinafter referred to as “SRWMD” or “The District”, is requesting fully insured proposals from qualified insurance carriers to provide the following lines of coverage for employees and retirees of SRWMD under the District’s employee benefits program. Eligible participants include active employees and retirees as identified on the attached group census. The plan is fully funded by the District for active employees while Retirees are responsible for 100% of their premiums.

Group Dental – Currently through Solstice Benefits, Inc.

Gallagher Benefit Services, Inc. is the District’s current consulting broker and shall serve as Broker of Record for all lines of coverage under this RFP. Please include a commission level of 10% of premium in your proposed rates.

MINIMUM QUALIFICATIONS OF PROPOSER

It is desired that proposers have a rating from A.M. Best of “A-“or better. This will be considered by the District as part of its evaluation but will not be a disqualifying criterion.

NEGOTIATIONS

Based on the written proposals, the District may elect to enter into negotiations with one or more of the proposers.

CONTRACT AWARDS

The District anticipates entering into a contract with the Proposer who submits the proposal judged by the District to be most advantageous. Preference will be given to proposals based on rates, benefits, provider networks and financial strength of the organization providing insurance.

SECTION 6 - RESPONSE FORM

Proposers shall provide the following:

Proposer's Name: _____

Company: _____

Address: _____

Company Phone Number: _____

Company Fax Number: _____

Primary Contact Person: _____

Primary Contact Email: _____

Primary Contact Phone: _____

Primary Contact Cellular: _____

FEID#: _____

Signature: _____

Date: _____

Any material submitted in response to this RFP (except trade secrets as defined in s. 812.081, FS) will become a public document pursuant to Section 119.07, F.S. This includes material which the responding proposer might consider to be confidential. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07. It is the responsibility of the proposer to specifically identify any trade secret information contained in the proposal by clearly marking each page and section which contains trade secrets as defined by Florida Statute 812.081. Contractor's refusal to comply with this provision shall constitute sufficient cause for termination of the contract resulting from this RFP.

This procurement is conducted under the rules, policies, and procedures of the Suwannee River Water Management District and the District's Governing Board. This procurement is not conducted pursuant to Ch. 287, Florida Statutes, except where explicitly provided by law. The District's rules, policies, and procedures are available by contacting the procurement officer.