

REQUEST FOR PROPOSAL #15-0491MD

DEPENDENT ELIGIBILITY AUDIT OF THE SELF-FUNDED MEDICAL AND DENTAL PLANS

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or the "County") will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida, to perform a dependent eligibility audit of the County's self-funded medical and dental plans.

DEADLINE FOR CLARIFICATION REQUESTS: **February 11, 2015 at 5:00 p.m.** shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Purchasing Division. This deadline has been established to maintain fair treatment for all potential bidders or Proposers, while ensuring an expeditious transition to a final agreement.

TIME AND DATE DUE: Proposals will be received until **February 19, 2015 at 3:00 p.m.** at which time they will be **publicly opened**. All interested parties are invited to attend this opening.

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Important Note: **A prohibition of Lobbying is in place. Please review paragraph A.17 carefully to avoid violation and possible sanctions.**

FOR INFORMATION CONTACT:

Matt Donley, Contracts Negotiator
(941) 749-3062, Fax (941) 749-3034
Email: matthew.donley@mymanatee.org
Manatee County Financial Management Department
Purchasing Division

AUTHORIZED FOR RELEASE: 

SECTION A: INFORMATION TO PROPOSERS

PROPOSERS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED FOR SELECTION.

A.01 OPENING LOCATION

These proposals will be publicly opened at Manatee County Purchasing Division, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205, in the presence of County officials at the time and date stated on the cover sheet. All Proposers or their representatives are invited to attend.

A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS

Request for Proposals on <http://www.mymanatee.org>

Request for Proposal documents and the Notices of Intent to Award related to those Proposals are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing tab under "Bids and Proposals". You may access these files using Adobe Acrobat software. You may download a free copy of this software (Adobe) from the County's web page if you do not have.

Manatee County collaborates with the Manatee Chamber of Commerce on distributing solicitations using the Chambers website: <http://www.Manateechamber.com>. This step is in addition to the posting on Manatee County Government web page.

Manatee County may also use an internet service provider to distribute Bids and Proposals. A link to that service <http://www.DemandStar.com> is provided on this website under the Tab "MyDemandStar". Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Note: The County posts the **Notice of Source Selection** prior to COMMENCING NEGOTIATIONS with the selected firms.

IT IS THE RESPONSIBILITY OF EACH PROPOSER, PRIOR TO SUBMITTING THEIR PROPOSAL, TO CONTACT THE MANATEE COUNTY PURCHASING DIVISION (see contact information on page one of this document) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR PROPOSAL.

A.03 REQUIREMENTS FOR FORMAT AND DELIVERY OF PROPOSALS

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the Proposer to have their proposal delivered to the Manatee County Purchasing Division for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the Proposer shall be responsible for its timely delivery to the Purchasing Division. Proposals delayed by mail shall not

be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the Proposer's request and expense.

Proposals must be submitted in the format specified in Section C hereof. The contents of each proposal shall be **separated and arranged with tabs in the same order as listed in the Subsections within Section C** identifying the response to each specific item thereby facilitating expedient review of all responses.

A.04 CLARIFICATION & ADDENDA

Each Proposer shall examine all Request for Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Proposal shall be made in writing through the Manatee County Purchasing Division. The County shall not be responsible for oral interpretations given by any County employee, representative, or agent. The issuance of a written addendum by the Purchasing Division is the only official method whereby interpretation, clarification or additional information can be given.

Addenda shall be posted on <http://www.mymanatee.org>.

It shall be the responsibility of each Proposer, prior to submitting their proposal, to contact the Manatee County Purchasing Division at (941)748-4501, ext. 3062 to determine if addenda were issued and to acknowledge receipt of same on the Proposal Signature page (Attachment A).

DEADLINE FOR CLARIFICATION REQUESTS: February 11, 2015 at 5:00 p.m. shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Purchasing Division.

This deadline has been established to maintain fair treatment for all potential bidders or Proposers, while ensuring an expeditious transition to a final agreement.

A.05 SEALED & MARKED

One signed Original (marked Original) and Five (5) Copies (marked Copy) and One (1) CD of your proposal shall be submitted in one sealed package, clearly marked on the outside **"Sealed Proposal #15-0491MD: Dependent Eligibility Audit of the Self-Funded and Medical and Dental Plans"** and addressed to:

Manatee County Purchasing Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205

A.06 LEGAL NAME

Proposals shall clearly indicate the legal name, address and telephone number of the Proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the Proposer to the submitted proposal.

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the County are to be borne by the Proposer.

A.08 EXAMINATION OF OFFER

The examination of the proposal and the Proposer generally requires a period of not less than ninety (90) calendar days from the date of the opening of the proposals.

A.09 DISCLOSURE

Upon receipt, all inquiries and responses to inquiries related to this Request for Proposal become "Public Records" and are subject to public disclosure consistent with Chapter 119, Florida Statutes.

Proposals become subject to disclosure thirty (30) days after the Opening or if a notice of intended award decision is made earlier than this time as provided by Florida Statute 119.071(1)(b). No announcement of review of the offer shall be conducted at the public opening. If the County rejects all offers and concurrently notices its intent to reissue the solicitation, initial offers are exempt until the County provides notice of its intended decision or, thirty (30) days after the opening of the new offers.

Pursuant to Florida Statutes 119.0701, to the extent successful Proposer is performing services on behalf of the County, successful Proposer must:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the service;
- b. Provide the public with access to public records on the same terms and conditions that the County would provide and at a cost that does not exceed the cost provided in F.S. Chapter 119, or as otherwise provided by law;
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law, and;
- d. Meet all requirements for retaining public records and transfer, at no cost, to the County all public records in possession of successful Proposer upon termination of the awarded Agreement and/or PO and destroy any duplicate public records that are exempt or confidential from public records disclosure

requirements. All records stored electronically must be provided to the County in a format this is compatible with the County's information technology systems.

A.10 ERRORS OR OMISSIONS

Once a proposal is submitted, the County shall not accept any request by any Proposer to correct errors or omissions in the proposal.

A.11 DISQUALIFICATION DUE TO NON-RESPONSIVENESS

Manatee County reserves the right to find that any proposal received which does not contain all of the information, attachments, verification, forms or other information, may be considered non-responsive and therefore be disqualified from eligibility to proceed further in the Request for Proposal process.

A.12 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County reserves the right to award the contract to a responsible Proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the County. The County shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any Proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the Proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.13 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Code Chapter 2-26.

A.14 CODE OF ETHICS

With respect to this proposal, if any Proposer violates, directly or indirectly, the ethics provisions of the Manatee County Purchasing Code and/or Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such Proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future

goods or services to, and from submitting any future bids or proposals to supply goods or services to, Manatee County.

By submitting a proposal, the Proposer represents to the County that all statements made and materials submitted are truthful, with no relevant facts withheld. If a Proposer is determined to have been untruthful in its proposal or any related presentation, such Proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to, and from submitting any future bids or proposals to supply goods or services to, Manatee County.

A.15 COLLUSION

By offering a submission to this Request for Proposal the Proposer certifies the Proposer has not divulged to, discussed or compared his proposal with other Proposers and has not colluded with any other Proposer or parties to this proposal whatsoever. Also, the Proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the Proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.16 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, 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 or 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 Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

In addition, Manatee Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, the Code requires all persons or entities desiring to contract with the County to execute and file with the purchasing official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with the County. **Proposer is to complete Attachment B and submit with your proposal.**

A.17 LOBBYING

After the issuance of any Request for Proposal, prospective Proposers, or any agent, representative or person acting at the request of such Proposer shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request for Proposal. This prohibition includes the act of carbon copying officers, agents or employees of Manatee County on email correspondence. This requirement begins with the issuance of a Request for Proposal, and ends upon execution of the final Contract or when the Proposal has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Purchasing Code of Law Chapter 2-26.

A.18 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 and Title 15, Part 8 of the Code of Federal Regulations, Manatee County hereby notifies all prospective Proposers that they will affirmatively ensure minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award of contract.

A.19 AMERICANS WITH DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the **public meetings**

specified herein (i.e. Information Conference or Proposal Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity to request accommodations.

END SECTION A

SECTION B: SCOPE OF SERVICES

B.01 BACKGROUND INFORMATION

The County is accepting proposals from experienced and qualified firms to perform a dependent eligibility audit ("Audit") designed to identify, report and assist with the disenrollment of ineligible dependents from the County's benefit plans.

The County offers a full cafeteria plan, including but not limited to, medical insurance, dental insurance, life insurance, long-term disability insurance, flexible spending accounts and comprehensive wellness and incentive programs ("Plan"). The Board of County Commissioners is the Plan sponsor and Manatee County constitutional and other offices (e.g. Sheriff, Tax Collector, Supervisor of Elections, Property Appraiser, Clerk of the Circuit Court, Housing Authority, Metropolitan Planning Organization and Port Authority) participate in the Plan.

The County has approximately 3,090 enrollees in the medical and dental plans ("Health Plan"). Enrollees are comprised of employees and retirees. Forty-eight percent (48%) of the enrollees have dependent coverage, covering approximately 3,480 dependents. The County has a 2-tier eligibility system for Health Plan coverage; 1) employee only and 2) employee plus family. The County has no exclusions in the Health Plan documents regarding spousal coverage or spousal mandate. The Benefits Manager oversees the daily functions of the Health Plan.

The current practice at the County is to obtain a marriage certificate, birth certificate or any other necessary legal documents, as applicable, from the enrollee in order to provide dependent coverage in the Health Plan. The eligibility guidelines for dependents are the same for both medical and dental coverage.

It is critical to the cost containment and management of the County's self-funded Health Plan to ensure that the County is only expending funds for coverage of eligible members. Family situations of enrollees change over time and the County needs to perform an audit of continuing dependent coverage to assure that those changes are reflected in the plan membership as they occur. The audit will focus on enrollees with one or more dependents in the Health Plan.

B.02 GENERAL REQUIREMENTS

The selected Proposer shall identify, report to the County and assist the County with the disenrollment of ineligible dependents from the County's Health Plans. In addition, the selected Proposer will assist the County in educating the County employees on Health Plan eligibility rules to aid in future compliance. All services must be provided by the selected Proposer with no subcontracting of any services to domestic or non-domestic companies.

B.03 SPECIFIC REQUIREMENTS

1. Website Requirements.

The selected Proposer will utilize a secure website to gather, analyze and report data regarding the dependent coverage of enrollees. This website shall be completely operated, managed, administered and maintained by the selected Proposer. No County resources shall be utilized in support of this website.

The selected Proposer's website shall provide:

- A secure portal available twenty-four (24) hours per day for enrollees to input their information and upload documents via a personal computer or mobile device.
- User-friendly, intuitive design and rules-driven eligibility processing.
- Links to other websites to assist employees in the research and request of County required documents.
- Secure web-based technology and system architecture.

The selected Proposer shall provide the County with the ability to perform real-time monitoring of the Audit. At any time during the Audit, the County shall have access to a separate, secure, portal which County can access through the selected Proposer's website.

Verified Audit progress information may include, but is not limited to, the number of employees who have fully or partially provided the required documentation and the number and types of ineligible dependents that have been identified to date.

2. Alternative Methods for Receipt of Documentation.

The selected Proposer should primarily have enrollees provide all requested information and documents via the selected Proposer's website. However, the selected Proposer must possess the ability to accept enrollee information and documents by other means, such as through the mail, by fax, or via email. It is the selected Proposer's responsibility to transfer that information and documentation to the website.

3. Call Center.

Selected proposer shall operate a call center to assist enrollees during the auditing process. The County expects an extremely high level of customer service from the selected Proposer's call center. The call center shall be available from 8:00 a.m. until 5:00 p.m. ET Monday-Friday. At the request of the County, the selected Proposer shall extend these call center operating hours. Any inquiry requiring a return phone call by the selected Proposer must be completed within two (2) hours after receipt of the call. The call center must employ English and Spanish speaking staff with the ability to serve other languages as needed. Call Center services should be handled by the selected Proposer with no subcontracting of services to domestic or non-domestic companies.

4. Communications.

The selected Proposer shall create a communication plan to be approved by the County. The plan shall include the issuance of a variety of clear, positive and

effective communication materials. Such materials shall educate employees about the audit, the steps necessary to complete the audit and the necessary timeframe that the steps must be completed within.

5. Security and Privacy.

The selected Proposer shall at all times, comply with all laws relating to the services provided, including but not limited to, the Health Insurance Portability and Accountability Act ("HIPAA").

6. Required Insurance.

At all times, the selected Proposer shall maintain the types and levels of insurance required by the County, as outlined in Attachment C, naming "Manatee County, a political subdivision of the state of Florida" as an additionally insured.

END SECTION B

SECTION C: FORM OF PROPOSAL

This section identifies specific information which must be contained within each proposal. The contents of each proposal shall be **separated** and **arranged with tabs** in the same order as listed in **Sections C.01, through C.03**, identifying the response to each specific item.

The information that you provide shall be used to determine those Proposers with the perceived ability to perform the Scope of Services, as stated in this Request for Proposal, to overall best meet the needs of Manatee County. A review with those Proposers reasonably susceptible of being selected for award may be conducted for the purposes of clarification of both ability and benefit to Manatee County. See Section D. Selection.

C.01 MINIMUM QUALIFICATIONS (Licensing) TO BE CONSIDERED

To qualify for any consideration, the Proposer(s) must present proof of any licensing or certification which will be required by law to perform the services set out in the Scope of Services required in this Request for Proposal.

Proposals may be presented by a single business entity, a joint venture, or partnership.

Prior to any consideration of the responses to the criteria in this Request for Proposal, Proposers are to document in the proposals they have the following experience:

MINIMUM EXPERIENCE TO BE CONSIDERED

Proposers shall have substantial, current and verifiable experience in performing or overseeing the performance of the services described within the Scope of Services set forth herein. In the event more than one entity is joining in making this proposal, each entity shall set forth its respective experience and qualifications for those areas the entity intends to perform.

To validate experience, expertise and capabilities, Proposer shall provide a minimum of three (3) letters of reference from former clients regarding performance of substantially similar services. At least one reference letter must be from a governmental entity. The reference letters must be dated within one (1) year from the date of your proposal and on company or entity letterhead.

Proposers shall provide the following details for each referenced past performance:

1. The specific details of the project including the components and any subcontractors utilized.
2. Name and location of the client and the project, the year of performance and the date the project was fully operational and accepted.

3. The name, title and telephone number for the client's contract manager for the project.
4. Names of your firm's staff and their direct involvement in the project.
5. Names and telephone numbers of the persons representing the individual agencies with which the identified key staff directly worked.
6. If applicable, the governmental agency which verified compliance with its requirements or standards, and the names and telephone numbers of the key persons with direct knowledge of this process to achieve compliance.

After Manatee County staff validates the minimum qualifications have been met, those proposals found to be in compliance will be considered by the evaluation committee.

C.02 ADMINISTRATIVE SUBMITTAL

1. Proposal Signature Form (Attachment A).
2. Public Contracting and Environmental Crimes Certification (Attachment B).

C.03 INFORMATION TO BE SUBMITTED REGARDING PROPOSER(S)

Note: Tabs are required to identify each item defined in this Section.

- C.03.1 Provide a description of your firm's **background and size**. Provide a general statement of qualifications to include your firm's professional credentials, legal status, and experience in providing the services enumerated in this Request for Proposal.
- C.03.2 Provide an explanation of your firm's **legal capacity** to perform all parts of the Scope of Services. Include a description of corporate or other structure and governance, and detail the legal, financial, and technical capabilities of your firm relevant to performing the Scope of Services. If submitting a joint proposal, provide information of any prior work your firm has completed with the joint Proposer(s).
- C.03.3 Identify each **principal of the firm and other "key personnel"** who will be professionally associated with the County. Do not include personnel that will not have a key role in providing services. Describe their respective areas of expertise.

For each identified person, provide the following:

1. Full Name.
2. Title.

3. Professional credentials.
 4. Area of expertise, individual's roles and duties in providing services.
 5. Office address.
 6. Email address.
 7. Telephone number.
 8. Personalized resumes which identify the qualifications, training and experience of each key personnel.
- C.03.4 Disclose **any ownership interest in other entities** involved in these services which might reasonably be selected to perform work under the Scope of Services set forth in this Request for Proposal. This ownership disclosure shall be included, whether such ownership occurs by the Proposer through a parent, subsidiary or holding company or any other form of business entity. Submit entity names and the percent of ownership for each.
- C.03.5 Provide a **staffing level statement** for your organization, detailing how many total employees work for your firm at any one time, including temporary and part-time employees. List the ratio of full-time employees to part-time and temporary employees. Discuss the overall resources of the firm to accomplish the work, including available personnel, equipment, and present workload. Include a description of how your firm proposes to staff this engagement and which task(s) would be assigned to each staff member. Discuss other on-going projects of your firm, and how it plans to handle and coordinate those efforts, and the work to be performed pursuant to this Request for Proposal.
- C.03.6 **Provide authorization for a Manatee County auditor and/or financial analysts to have access to your financial records at the primary location of your business entity**, for the purposes of verifying your financial representations, review and assessment of the historical and current financial capacity of your business entity and its expected ability to meet ongoing financial obligations to the County as proposed in this proposal to Manatee County. The County's audit and /or financial analyst agents will report their findings in a summary report to the Manatee County Purchasing Official, which will be placed in the proposal files for subsequent use and review.
- C.03.7 Discuss in detail your overall **approach and methodology** to fully perform the requested services. Detail each of those activities you would perform, in what order, as part of the completion of each task activity. Provide a sample copy of a similar evaluation.
- C.03.8 Provide a complete **project timeline** from contract execution through the completion of the project.

- C.03.9 Provide a **project schedule** that specifically identifies tasks, staff allocated for each task, outlines specific deliverables and provides specific start and completion dates for each task.
- C.03.10 Provide the **communication strategy** your firm proposes to use in order to inform employees of the audit and include sample communication materials. Include services you provide to assist employees with locating necessary documentation to verify eligibility, as well as the various modes available to employees to provide the required documentation.
- C.03.11 Provide in detail the **verification process** your firm engages in to confirm eligibility once receiving all or partial documentation from an employee.
- C.03.12 Describe the **website services** that your firm would use to perform the Audit. Describe the employee and employer portals available for this project, reflecting any customization available. Provide information regarding how your firm would maintain the site. Provide screen shots of the web pages used to provide the County with information regarding the look and feel of the website.
- C.03.13 Describe the **call center services** your firm would provide to our employees, including availability, preferred language and security measures.
- C.03.14 Provide detailed information regarding the **technical support** offered by your firm in with respect to your website and call center. Include your service level agreements ("SLA"s) and any remedies offered to the County for services that fall short of the SLAs.
- C.03.15 Provide your firm's guidelines for document or data imaging, processing, storage and destruction.
- C.03.16 Provide a statement indicating your understanding that all services will be provided by your firm and that your firm will not subcontract any services to any domestic or non-domestic companies.
- C.03.17 Describe in detail the privacy and security measures taken to ensure no data breaches.
- C.03.18 Indicate the liability protection afforded to the County should there be a data breach.
- C.03.19 Provide a **fixed not-to-exceed price** for your firm to perform the Audit, fully inclusive of all services, expenses and deliverables requested. Detail all services that are included in that fixed price. Describe services that are not included in your pricing.
- C.03.20 Include pricing for any optional services that are not part of your cost proposal.

- C.03.21 Provide detail on any performance guarantees that you offer and how the County would monetarily benefit should those performance guarantees not be met.
- C03.22 Provide any return on investment ("ROI") guarantees you offer the County as result of the Audit and what monetary benefit the County would receive should the ROI not be met.
- C.03.23 Submit any other additional information which would assist the County in the evaluation of your proposal.

END SECTION C

SECTION D: SELECTION

D.01 EVALUATION FACTORS

Evaluation of proposals will be conducted by an evaluation committee. The committee's goal will be to identify the proposal which will overall best meet the needs of Manatee County as determined from the proposals received and subsequent investigation by the County. General factors to be applied will be: (1) the perceived ability of the Proposer(s) to perform the Scope of Services as stated in this Request for Proposal in the most timely and efficient manner possible, (2) the legal, technical and financial capabilities of Proposer(s), and (3) the experience of Proposer(s).

These evaluation factors shall determine the successful proposal.

D.02 RELATIVE IMPORTANCE OF EVALUATION FACTORS

Unless noted, no weight will be assigned to the Evaluation Factors stated above.

D.03 PRELIMINARY RANKING

An evaluation committee shall determine from the responses to this Request for Proposal and subsequent investigation as necessary, the Proposer(s) most qualified to be selected to negotiate an agreement.

D.04 REVIEW OF PROPOSERS AND PROPOSALS

In-person reviews may be conducted with responsible Proposers who are deemed reasonably susceptible of being selected for award, for the purposes of assuring full understanding of: (a) conformance to the solicitation requirements, (b) the abilities of the Proposer, and (c) the proposal submitted.

Proposers shall be available for presentations to and interviews with the evaluation committee, upon reasonable notification from the Purchasing Division. The date(s) and time(s) of any such presentations / interviews shall be determined solely by the County, and may be closed to the public in the discretion of the Purchasing Official, and to the extent permitted by law.

D.05 SELECTION FOR NEGOTIATION

The evaluation committee will make a recommendation to the County Administrator as to the Proposer which the County should enter into negotiations. The County Administrator will act upon that recommendation and, if accepted, the successful Proposer will be invited to enter negotiations led by the Purchasing Division.

D.06 AWARD

Award of an agreement is subject to the successful negotiations and the approval of either the County Administrator or the Board of County Commissioners (as provided for in the current Purchasing Code and Procurement Procedures).

END SECTION D

SECTION E: NEGOTIATION OF THE AGREEMENT

E.01 GENERAL

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all proposals become the property of the County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the County upon termination or completion of the engagement.

E.02 AGREEMENT

The selected Proposer shall be required to negotiate an agreement, in a form and with provisions acceptable to Manatee County.

Negotiated Agreements may or may not include all elements of this Request for Proposal or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms.

The parties will negotiate the term of the agreement, and the circumstances in which it may be renewed, assigned or terminated.

The parties will negotiate matters of insurance, liability, record-keeping, auditing, and all other relevant contractual matters.

END SECTION E

ATTACHMENT A

PROPOSAL SIGNATURE FORM REQUEST FOR PROPOSAL #15-0491MD

The undersigned represents that by signing the proposal, that he/she has the authority and approval of the legal entity purporting to submit the proposal, and that all of the facts and responses set forth in the proposal are true and correct. If the Proposer is selected by the County to negotiate an agreement, the undersigned certifies that the Proposer's negotiators will negotiate in good faith to establish an agreement to provide the services described in the Scope of Services of this Request for Proposal.

Print or Type Proposer's Information Below:

Name of Proposer

Telephone Number

Street Address

Email Address

Web Address

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date Signed

Acknowledge Addendum No.	_____	Dated:	_____
Acknowledge Addendum No.	_____	Dated:	_____
Acknowledge Addendum No.	_____	Dated:	_____

ATTACHMENT B

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO ARTICLE V, MANATEE COUNTY PURCHASING CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____.
[print individual's name and title]

_____ For _____
[name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors.

For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests amount family members, shared organization of a business entity following the ineligibility of a business entity

under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 200____ by _____.

Personally known _____ OR Produced identification _____
[Type of identification]

Notary Public Signature My commission expires _____.

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

ATTACHMENT C

INSURANCE AND BONDING REQUIREMENTS

Selected Proposer will maintain insurance coverage from responsible companies duly authorized to do business in the State of Florida as set forth in this Attachment and any contract resulting from this Request for Proposal, and (ii) agrees that, upon County's request, evidence of the insurance requirements set forth in this Attachment will be produced by selected Proposer within five (5) business days from the date any Notice of Intent to Award is posted.

Insurance / Bond Type	Required Limits
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- | | |
|--|---|
| 1. <input checked="" type="checkbox"/> Worker's Compensation | Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements |
| 2. <input type="checkbox"/> Employer's Liability | \$ _____ single limit per occurrence |
| 3. <input checked="" type="checkbox"/> Commercial General Liability (Occurrence Form) patterned after the current ISO form | Bodily Injury and Property Damage
\$1,000,000 single limit per occurrence, \$1,000,000 aggregate for Bodily Injury Liability and Property Damage Liability. This shall include Premises and Operations; Independent Contractors; Products and Completed Operations and Contractual Liability. |
| 4. <input checked="" type="checkbox"/> Automobile Liability | \$1,000,000 Each Occurrence; Bodily Injury & Property Damage, Owned/Non-owned/Hired; Automobile Included |
| 5. <input checked="" type="checkbox"/> Other insurance as noted: | <div><input type="checkbox"/> Watercraft
\$ _____ Per Occurrence</div> <div><input type="checkbox"/> United States Longshoreman's and Harborworker's Act coverage shall be maintained where applicable to the completion of the work.
\$ _____ Per Occurrence</div> <div><input type="checkbox"/> Maritime Coverage (Jones Act) shall be maintained where applicable to the completion of the work.
\$ _____ Per Occurrence</div> <div><input type="checkbox"/> Aircraft Liability coverage shall be carried in limits of not less than \$5,000,000 each occurrence if applicable to the completion of the Services under this Agreement.</div> |

\$ _____ Per Occurrence

☐ Pollution

\$ _____ Per Occurrence

☒ Professional Liability

\$1,000,000 per claim and in the aggregate

☐ Project Professional Liability

\$ _____ Per Occurrence

☐ Valuable Papers Insurance

\$ _____ Per Occurrence

6. ☐ Bid bond

Shall be submitted with proposal response in the form of certified funds, cashiers' check or an irrevocable letter of credit, a cash bond posted with the County Clerk, or proposal bond in a sum equal to 5% of the cost proposal. All checks shall be made payable to the Manatee County Board of County Commissioners on a bank or trust company located in the State of Florida and insured by the Federal Deposit Insurance Corporation.

7. ☐ Performance and Payment Bonds

The Successful Proposer shall provide a statement on surety company letterhead of the unencumbered bonding capacity for their business entity and a statement that a 100% Performance and Payment Bond for this project shall be issued to Manatee County upon request. The Performance and Payment Bond shall be underwritten by a surety authorized to do business in the State of Florida and otherwise acceptable to Owner; provided, however, the surety shall be rated as "A-" or better as to general policy holders rating and Class V or higher rating as to financial size category and the amount required shall not exceed 5% of the reported policy holders' surplus, all as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc. of 75 Fulton Street, New York, New York 10038.

8. ☒ Additional Insured

Manatee County, a political subdivision of the State of Florida, shall be specifically named as an additional insured on all policies.

9. ☒ Certificate Renewals

If the initial insurance expires prior to the completion of this Agreement, renewal certificates of insurance and required copies of policies shall be furnished by the Successful Proposer and delivered to the Purchasing Official thirty (30) days prior to the date of their expiration.