The purpose of this Request for Proposal (RFP) is to seek qualified brokers to assist City of Powder Springs with strategically planning, designing, negotiating and implementing the best coverage and cost for current and future employee benefits, including group medical (includes prescription coverage), dental, vision, life, accidental death and dismemberment, short-and long-term disability, and an employee assistance program (EAP).

THIS IS NOT A REQUEST FOR INSURANCE COVERAGE.

The anticipated schedule for the RFP is as follows:

- **RFP Available**: Friday, June 30, 2023
- **Deadline for questions**: Friday, July 21, 2023 12:00 p.m.
- **Bid Submission**: Monday, July 31, 2023 at 2:00 p.m.
City of Powder Springs
Request for Proposal
Benefits Consulting and Brokerage Services
RFP # 23-010

INVITATION TO SUBMIT PROPOSAL NO. RFP 23-010

Competitive sealed proposals for Benefits Consulting and Brokerage Services will be received at the City of Powder Springs, ATTN: Kelly Axt, City Clerk, 1114 Richard D. Sailors Parkway, Powder Springs, GA 30127, no later than 2 p.m. on Monday, July 31, 2023. Sealed proposals must be marked on the outside “Benefits Consulting and Brokerage Services RFP #23-010”.

As described in the specifications attached, all proposal submissions for Benefits Consulting and Brokerage Services (RFP 23-010) must comply with all general and special instructions. The City seeks qualified brokers to assist City of Powder Springs with strategically planning, designing, negotiating and implementing the best coverage and cost for current and future employee benefits, including group medical (includes prescription coverage), dental, vision, life, accidental death and dismemberment, long-term disability, and an employee assistance program (EAP). THIS IS NOT A REQUEST FOR INSURANCE COVERAGE. The City of Powder Springs reserves the right to accept or reject any or all proposals and award in the best interest of the City.

Proposals must be delivered to the address listed above no later than the time and date indicated. All information pertaining to proposal number, description, and bidder, must be marked on outside of the sealed proposal.

BENEFITS RELATED QUESTIONS: All questions or requests for information related to benefits and scope of service not included in RFP 23-010 must be submitted in writing or via email no later than 12 p.m., Friday, July 21, 2023 to Kelly Axt, City Clerk/Administrative Services Director, City of Powder Springs, P. O. Box 46, Powder Springs, GA 30127. Email questions or inquires shall be submitted to kaxt@cityofpowdersprings.org. All questions will be answered as addenda on the city’s website.
1. All proposals must be delivered to the City of Powder Springs, ATTN: Kelly Axt, City Clerk, 1114 Richard D. Sailors Parkway, Powder Springs, Georgia 30127, no later than the time and date indicated in the Request for Proposal. Any proposal received after that time will not be considered for award.

2. All proposals submitted shall be all inclusive.

   **PLEASE NOTE:** We encourage you to save paper. It is not necessary to return this entire document with your response. Please return only the relevant pages on which your company has included a response and any addenda.

3. The City of Powder Springs is a tax-exempt Municipal Corporation. No sales tax will be charged on any products or services. Any sales tax paid on materials for the project shall be incorporated into the price of materials for the project. Our FEI number is 58-6005266.

4. The City of Powder Springs reserves the right to waive any and all technicalities, formalities or irregularities. The City may also accept or reject any or all proposals, and award the bid to the lowest responsive and responsible bidder in the best interest of the City. The City may reject the proposal of any Consultant that has previously failed to perform properly or complete on time, contracts of a similar nature. Proposals by a Consultant that, in the sole opinion and discretion of the City of Powder Springs, is not in the position to fulfill the contract may also be rejected.

5. All information regarding bidder name, address, telephone number and contact person must be provided. Bidders must fill in bid prices and other information as indicated.

6. All bidders shall provide appropriate proof of a current and valid occupational license issued by an agency from within the State of Georgia. Any bidder owing fees, taxes or other monies to the City of Powder Springs will be automatically disqualified.

7. Proposals may be withdrawn by written or faxed request, provided such withdrawals are received prior to the time and date of the opening of bid proposals.

8. All proposals must be submitted with one (1) original signed in ink, six (6) hard copies and (1) electronic version (USB Flash Drive) copy. Bids should be in a sealed envelope marked on the outside “BENEFITS CONSULTING AND BROKERAGE SERVICES, RFP #23-010”. All information pertaining to proposal number, description, and bidder, must be marked on the outside of the sealed proposal.
SPECIAL INSTRUCTIONS

1. **Scope Reduction Clause**
   The City of Powder Springs (the “City”) reserves the right to reduce or increase the scope of the project if the lowest responsible and responsive Consultant’s proposal is higher or lower than our budgeted amount for the project. The City of Powder Springs, at its sole discretion, reserves the right to increase or decrease the scope of work to facilitate an award. This scope reduction clause will be enacted only if it is in the best interest of the City and constitutes no guarantee of scope.

2. **Additional Work**
   The City of Powder Springs reserves the right to add to the contract any future work, with the agreement of the Consultant, at unit prices offered in this proposal. This option will be enacted during the contract or within twelve months of the end of the contract, if in the best interest of the City, and with agreement of the Consultant (“Consultant”).

3. **Insurance Requirements**
   All proposals submitted must be accompanied by a Certificate of Insurance in compliance with the minimum requirements of the State of Georgia to include worker’s compensation. The Consultant shall be responsible for all injuries or damages of any kind resulting from his work, to persons or property.

   All agents/brokers will be required to provide evidence of insurance of at least $1,000,000 of Errors and Omissions coverage prior to award of business.

4. **Indemnification**
   Consultant shall assume the obligation to indemnify and hold harmless the City, its officers, employees, engineers, associates, agents, sub Consultants and representatives from and against any and all claims, damages, suits, fees, judgments, costs, expenses (including attorneys’ fees), liability or payment arising out of, or through, injury to any person or persons including death and loss of services, or damage to property, suffered through any cause whatsoever in the work involved in the contract and to defend on their behalf any suit brought against them arising from such cause.

5. **Georgia Security and Immigration Compliance**
   In compliance with the Georgia Security and Immigration Compliance act of 2006 Act 457, Section 2 of Senate Bill 529, Chapter 300-10-1 (O.C.G.A. 13-10-91) and further updated in House Bill 87, all Contractors must comply with the above-mentioned State of Georgia regulations by completing the provided affidavits relative to Contractor and subcontractor stating affirmatively that the Contractor and any subcontractors are registered and participating in a federal work authorization program. All applicable affidavits have been included with this RFP and must be signed and provided with the quotation submission.
6. Default and Termination
   a. Default
      The City may, on thirty (30) days’ notice to the Consultant, terminate the service contract, and
      without prejudice to any other remedy it may have, when the Consultant materially defaults in
      the performance of any provision of this specification, or materially fails to carry out the work
      in accordance with the provisions of the service contract. Default by the Consultant will
      include, but is not limited to, the following:
      i. Failure by the selected firm to provide service in accordance with the
         specifications.
      ii. Insolvency or filing of a voluntary or involuntary petition in bankruptcy court
          by the Consultant.
      iii. Consultant fails to cure any other breach of default in the performance of its
          duties or obligations set forth in the contract within five (5) days of receipt by
          Consultant of written notice of such breach or default.

   b. Termination
      The City may terminate the contract, for convenience purposes, upon sixty (60) days written
      notice. Upon any termination of the contract, the Consultant shall, unless notified in writing
      otherwise, take all reasonable precautions to complete the work in progress and to minimize
      the expenses of the City incident to such termination and the completion of the work.
      Thereafter, the Consultant shall promptly discontinue the work. The City will pay the
      Consultant all monies owed for work completed.

7. Contract Term
   Contract awarded as a result of proposals submitted under this RFP shall be a period of three
   (3) one (1) year terms with an option to renew for three (3) additional one (1) year periods
   unless terminated for unsatisfactory service or unwarranted rate change.

   The successful bidder will be required to enter into a contract containing the provisions as
   required by Georgia law pertaining to multi-year contracts. The following is a sample of the
   provision and will be adjusted as to the term or as to the length of the contract.

   This contract shall terminate absolutely and without further obligation on the part of the
   City of Powder Springs at the close of the calendar year in which it was executed, and at
   the close of each succeeding calendar year for which it may be renewed as provided in
   O.C.G.A. Section 36-60-13. The contract shall automatically renew for each of the
   remaining calendar years provided for in the contract, unless positive action is taken by
   the City of Powder Springs to terminate such contract, and the nature of such action shall
   be written notice provided to the Consultant within (60) sixty days before the end of the
   initial year of the contract or each succeeding remaining calendar year.

   This contract shall terminate immediately and absolutely at such time as appropriated and
   otherwise unobligated funds are no longer available to satisfy the obligations of the City
   of Powder Springs under this contract.
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Scope of Services:

The City of Powder Springs is seeking a highly qualified and experienced benefits consulting and brokerage firm to provide services for the optimization of its fully insured insurance employee benefits and is looking for continuity of services in the rapidly changing area of employee benefits. The City is particularly interested in a broker who can offer creative, innovative approaches, with a proven track record, that allows the City to maintain quality programs and contain or reduce costs.

The selected consulting/brokerage firm will perform a full range of benefit program services related to the acquisition, implementation, maintenance, communication and enhancement of the City's employee insurance benefits. The selected consulting/brokerage firm shall provide services, including, but not limited to, the following:

Analysis and Reporting

- Analyze existing coverage, identify and develop cost-saving alternative benefit strategies and plans. Provide innovative approaches to benefit challenges facing the City of Powder Springs and recommendations for benefit plan changes.

- Assist in the development of short and long-range goals and strategies, including making projections of potential savings.

- Provide analysis and recommendations based on utilization and performance reports, statistical and financial reports, and plan specific data.

- Assist the City in being pro-active to monitoring and analyzing experience trends, provide timely alerts on changing patterns and suggest appropriate recommendations.

- Provide, maintain and update comparison reports of other public and private companies' benefit plan offerings, and costs, to determine their competitiveness with the City's programs.

- Provide financial, performance reviews and projection of employee contributions based on enrollment of fully insured plans and programs for current year and upcoming plan year.

- Be available to prepare, provide and present various types of reports as needed, such as cost analysis for benefit changes, and other statistical, financial, forecasting, trend, or experience reports, as well as new products and audits, as requested.

- Regularly monitor and evaluate performance measures and guarantees for providers.
City of Powder Springs
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Benefits Insurance Broker and Consulting Services
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○ Maintain full and accurate records with respect to all matters and services provided on behalf of the City's benefit plans and programs. Provide City staff or officials all spreadsheets, assumptions and calculations upon completion of any project performed on behalf of the City's benefit plans and programs.

○ Provide quarterly management reports for all benefit products. Monthly reports required on the health insurance plan, as well as periodic meetings to discuss data and strategy.

○ Provide a high level of customer service to our organization to include evaluation of claims data, submission of executive reports and reconciliation of accounts.

Liaison and Problem Intervention

○ Act as liaison with (and between) the City, insurance carriers and providers.

○ Provide day-to-day consultation on plan interpretation and problem resolution, including, but not limited to, explanation of plans, assisting employees/retirees with selecting plans that meet their needs and transitioning retirees from city plans to Medicare-coordinated plans.

○ Provide timely customer service and assistance to City staff, employees and retirees with issues involving provider billing, claims, vendor service issues/problems, advocacy for services, disputes, interpretation of contracts and services, changes and general troubleshooting.

○ Attendance, as needed, at meetings with City staff, elected officials, employees and/or retirees to facilitate and assist in the management of the City's employee benefit plans.

○ Act as an advocate or ombudsman in appeal, arbitration or court process between the City and the providers on unresolved issues if needed; provide advice when needed to enforce City, employee, retiree or their dependents' rights.

○ Assist the City in proactive mitigation of negative impacts or disruption of services to employees and retirees from benefit and provider network changes.

○ Represent the City of Powder Springs in all negotiations with providers on all issues, including, but not limited to those related to fees, benefit levels, plan design, and special terms and conditions.
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○ Attend annual open enrollment meetings (on site at several City buildings) and continuing enrollment services as appropriate for both current and new City of Powder Springs employees.

Compliance

○ Assist with ongoing plan administration and ensure that City programs comply with State and Federal legislation.

○ Provide on-site training to City staff, as needed, regarding regulatory updates and/or Best Practice seminars for the effective administration of benefits plan.

○ Review and disseminate information to City staff, on an ongoing basis, regarding new or revised State and Federal legislation that impacts benefit programs.

○ Assist City staff with annual audit and reporting to ensure compliance with all mandated reporting and posting/notice requirements for benefit plans including but not limited to, ACA, IRS forms completion and fee calculations.

○ Develop and assist in creating, as needed, various communication materials and tools including, but not limited to, open enrollment annual meetings, new hire orientation, qualifying events and wellness programs.

Annual Renewal Process and Evaluation (Current Plan year is 4/01-3/31)

○ Provide an annual report (more often when necessary and/or requested) outlining the in-force programs and their status, and preliminary marketing report describing the market conditions for each benefit. The report should outline suggestions and recommendations for various plan options.

○ Establish a strategy for benefits, both annually and three (3) to five (5) years in the future to determine goals and impacts. Consider trends, prospective legislations, new delivery systems, and forecast of market conditions, expectations of renewals and geographic health-care practices to make both short and long-term projections.

○ Review and make cost-saving recommendations regarding the modification of plan design, benefit levels, funding options, communications and quality of current employee and retiree benefit plans; recommendations of employee contributions as needed.

○ Recommend appropriate premium rates and reserves/most economical funding methods to maintain the viability of each benefit plan to ensure that quality and cost-effective...
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benefits are provided by the plans, for both current plan year and upcoming year.

- Determine annual estimates of renewal rates and cost trends and assist City staff in preparation of budget figures.

- Conduct thorough and applicable market research in preparation for contract renewals. Include evaluation of overall insurance programs compared to similar employers (both public and private).

- Prepare specifications and compile data, obtain quotes and proposals, analyze and compare proposals and negotiate rates.

- Make recommendations, as well as representations for items of negotiation with carriers, including, but not limited to, benefit levels and plan design, premiums/funding options, quality of service, performance measures and guarantees, contractual terms and conditions, quality assurance standards and return on investment, where applicable.

- Review rate proposals to ensure underlying assumptions are appropriate and accurate to the City.

- Provide communication and support for the annual open enrollment period, new benefit offerings and/or changes to the existing benefits offerings.

- Attendance at and assistance with coordination of the annual Employee Benefits Fair and Open Enrollment meetings.

Other Service Requirements

- Assist in the development, implementation and ongoing process of an employee wellness program, to improve employee health and reduce employee health-care costs, both in the short and long-term, including mental health and stress management.

- Assist in the available options of web site technologies to support on-line enrollments, qualifying event changes and employee education to assist employees/retirees in self-management of benefits.

- Recommend and help develop enhancements and improvements for communications specific to the needs of the City's employees and retirees, including, but not limited to, brochures, pamphlets, matrices, comparison charts, summaries, electronic communications, forms, employee handbooks, benefit statements, wallet cards with benefit contact information and employee orientation.

- Provide timely research and responses to technical questions posed by City staff.
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o Provide regular and timely communications needed for the effective administration of benefit plans.

o Provide guidance and recommendations on items such as, but not limited to, trends in benefits plans, methods for improving cost containment, financial arrangements and administration.

o Provide access to published benefit-related survey information.

o Develop additional benefits communications specific to the needs of the City's employees and retirees, including total compensation statements.

o Attendance at, and assistance with, meetings with the Mayor and Council, City management and staff.

o Recommend that City staff attend particular consultant-sponsored seminars, benefit events and educational forums that would be beneficial to the City.

o Develop and/or assist in developing and evaluating employee/retiree needs and satisfaction surveys.

o Work collaboratively with other consultants and City staff.

o Manage plan transitions as necessary.

o Review and evaluate current administrative processes related to enrollment and billing.

o Recommend and assist with implementation of administrative process enhancements.

Assist the City of Powder Springs with the implementation and various communication options of new programs or changes to existing programs, which will include attending and presenting information at annual meetings.

The City requires the following services:

o Audit resulting contracts for accuracy of coverage, terms, and conditions.

o Assist with annual benefits renewals, including negotiation of changes in contracts.

o When employee benefits are marketed, prepare bid specifications, identify appropriate markets, analyze proposals submitted, make recommendations, and assist in negotiation of (preferably multi-year) contracts.
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- Annual reviews of selected employee benefit package for quality of benefits provided, cost effectiveness, competitiveness and plan administration.
- Monitor ongoing contracts, including provider plan administration, provider compliance with contract, and incurred claims.
- Provide information on employee benefit issues, trends and proposed or new legislation.
- Be available to meet with the Benefits staff and City Management as needed.
- Assist in the design of employee benefits communications. Participate in Benefit Fairs and annual enrollment process.
- Provide a key contact person to be available to answer questions and resolve issues that arise during the year regarding employee benefits, contract administration, and service provisions.
- Evaluate various insurance products submitted by carriers, agents and brokers.
- Perform other related consultation services as needed or requested.

**The City of Powder Springs desires an open communication with selected insurance carriers (vendors) for all lines of benefits. The City of Powder Springs does not approve or promote the Consultant firm being the only point of contact for the City of Powder Springs.**

**Consultant Proposal Requirements**

The proposal response must clearly demonstrate the required qualifications, expertise, competence and capability of the Consultant. Please provide a concise description of your firm’s ability to provide the services required in the **Scope** of this document. Costs incurred by firms responding to this RFP are solely their responsibility. Additionally, please include the answers to the following questions (Address each by number):

1. **Brokerage Services**
   1. Confirm that you are a licensed broker in the State of Georgia and provide documentation.
   2. Briefly describe your company’s organization, philosophy, and management. Also, provide a brief company history.
   3. Describe your contractual relationships, if any, with organizations or entities necessary to your proposal’s implementation (i.e. actuarial services, data information services, etc.).
   4. How long has your organization been providing brokerage services?
   5. How many public sector clients does your firm currently provide brokerage services to?
6. Detail how your organization participates in developing a strategic benefit plan with your clients.

7. Please provide a list of four verifiable public sector references, all of whom are able to comment of your organization’s relevant experience. Please include group name, contact name, and telephone number.

   Please furnish:
   1. services you provided
   2. benefit programs addressed
   3. time period covered
   4. number of covered employees
   5. contact name and phone number

   It is the Consultant’s responsibility to provide valid reference information and the City of Powder Springs reserves the right to use reference checks in its evaluation of proposals.

8. Describe your organization’s anticipated involvement in the annual renewal process.
   Include information regarding process timeframes, negotiation of rates and Consultant selection. NOTE: City of Powder Springs’s current plan year for all employee benefits insurance is 4-1 to 3-31.

9. Describe how your organization strives to streamline benefit administration for your clients. Include any services you provide for automation of the benefit process (i.e. electronic capabilities, outsourcing options). Attach any associated costs for these services on a separate fee schedule.

10. Describe the process of how your organization would assist the City in selecting a new insurance vendor. Include how your company’s experience and expertise would benefit the City.

11. Detail how you develop a benefit communication strategy with your clients. Include what tools or resources you have available to assist your clients in effectively communicating not only the specific plan details but also the value of the benefits offered.

12. Do you provide a benefits website that outlines all benefits?

13. Briefly describe the level of service and support provided to the City on a day-to-day basis.

14. How will you facilitate or participate in the implementation, communication, and enrollment process to assure a seamless product transition?
15. Provide any additional information regarding your organization or services that you feel would be beneficial in helping the City of Powder Springs to select a benefits broker.

16. Please detail your administrative capabilities on benefits plan compliance issues.

17. Please provide any background company data that will help identify financial stability.

18. Explain what makes your organization unique from other organizations that may submit a proposal for consideration by the City of Powder Springs.

19. Describe the digital tools that you can help provide for healthcare navigation, fitness tracking and chronic condition management.

II. HIPAA / COBRA:

1. Do you provide COBRA administrative services? If yes, please explain the services provided and whether there is an additional fee associated with this service.

2. Do you provide HIPAA administrative services? If yes, please explain the services provided and whether there is an additional fee associated with this service.

III. Broker / Value Added Services:

1. Does your firm have experience in developing/assisting Wellness Programs, Disease Management Programs, Health Fairs or Employee Assistance Programs? Please provide names of clients who have utilized these offerings in the last 24 months.

2. Do you provide a consolidated employer HR web portal to access all benefit data to include plan summaries, certificates, network links, plan costs and census data on all employer programs?

3. Does your firm provide the necessary resources to generate annual "Employee Benefit Statements"?

4. What additional services does your firm provide (i.e. ACA reporting)?

IV. Criteria for Evaluation:

All proposals will be evaluated according to, but not necessarily limited to, the following:

1. Your firm’s indicated ability to provide a level of service sufficient to meet the City’s needs, as stated in your response to Scope of Services and Consultant Proposal Requirements.

2. Extent and success of previous work your firm has provided to organizations similar in
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nature and size to the City of Powder Springs, as determined by the City of Powder Springs’ contact with listed references.

3. The proposal itself as an example of your firm’s work product.

4. Qualifications/experience of key personnel to be assigned to the project.

5. Adherence to RFP requirements, including: completion of all required forms; provision of all requested information; adequacy of responses, and return of the RFP by the stated deadline.

V. Pricing:

It is the City of Powder Springs’s expectation that brokerage fees and commissions will beborne by the selected insurance carrier/provider. If additional brokerage fees are expected of the City of Powder Springs, or if your firm offers additional fee-supported services which are supplemental to your proposal, please clearly outline such potential costs and services on the separate Pricing Form included in this RFP.

VI. Oral Presentations:

During the evaluation process, the City of Powder Springs may at its discretion, request oral presentations from any or all respondents for the purpose of clarification or amplifying the materials presented. However, respondents are cautioned that the City is not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the broker.

VII. Final Selection:

Following review of all qualified proposals, selection of a suitable Consultant, and preliminary contract negotiations, a recommendation will be made to the City of Powder Springs’ Mayor and City Council. Following approval, the City will complete contract negotiations. The selected Consultant should be prepared to commence working on the employee benefit package immediately following contract execution.

Note: The City of Powder Springs reserves the right to accept the response that is determined to be in the best interest of the City and its employees. The City reserves the right to reject any and or all proposals.
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Proposed Resources

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<th>Lead Consultant:</th>
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<td>Project Team (list below)</td>
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<th>Resource</th>
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Additional Information about Lead Consultant and Project Team: (or include Attachments)

____________________________________________________________________________________
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City of Powder Springs  
Request for Proposal  
Benefits Consulting and Brokerage Services  
RFP # 23-010  
Bid Pricing Form

**Compensation Structure**

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<th>Program Managed</th>
<th>Estimated Annual Premium</th>
<th>Fee Structure</th>
<th>Estimated Annual Fee</th>
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<td>Medical (includes prescription) – Active plan</td>
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<td>Dental</td>
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<td>Basic Life (1x Salary) – includes AD&amp;D</td>
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<td>Spouse/Dependent(s) Life Insurance ($5,000)</td>
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<td>Employee Assistance Program (EAP)</td>
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<td><strong>SUBTOTAL</strong></td>
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Consultant will fund the program/service noted below (or attach list):

|                                                            |                          |              |                      |
|                                                            |                          |              |                      |
|                                                            |                          |              |                      |

The selected Broker/Consultant will be responsible for all marketing and enrollment activities for the upcoming benefit year.

**Multiple Year Fee Guarantees:** Consultant will guarantee Fees and Service Commitments outlined above for the 2020 and 2021 contract years.
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ACKNOWLEDGEMENTS

______ We acknowledge that we take no exceptions to the specifications.

OR
______ We acknowledge that we do take exceptions to the RFP requirements and specifications and an itemized list of exceptions is attached.
______ We acknowledge we have signed and attached the two (2) Consultant and Sub Consultant Affidavits.
______ We acknowledge that service will commence within City’s required time frame.

COMPANY NAME: ________________________________________
SIGNATURE: ____________________________________________
PRINTED NAME: _________________________________________
TITLE: __________________________________________________
DATE: ___________________________________________________
City of Powder Springs
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City of Powder Springs, Georgia

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Powder Springs has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract the City of Powder Springs, Contractor will secure from such Contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Powder Springs at the time the subcontractor(s) is retained to provide the service.

________________________________________________
EEV/ Basic Pilot Program* User Identification Number

________________________________________________
BY: Authorized Officer or Agent COMPANY Date

Title of Authorized Office or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
______ DAY OF _______ 2019

Notary Public
My Commission Expires:

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Rule Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)
By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Powder Springs has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

__________________________________________________
EEV/ Basic Pilot Program* User Identification Number
BY: Authorized Officer or Agent
COMPANY
(Subcontractor Name)

__________________________________________________
Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
________DAY OF________, 2019

Notary Public
My Commission Expires:

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Rule Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)
Systematic Alien Verification of Entitlement (SAVE)

Affidavit of Compliance with O.C.G.A. 50-36-1 “Verification of Lawful Presence within the United States.”

O.C.G.A. 50-36-1 requires that applicants applying for such things as licenses for public benefits complete a signed and sworn affidavit verifying the applicant’s lawful presence in the United States. Therefore, the applicant must answer the following questions:

The applicant is a United States citizen or legal permanent resident at least eighteen (18) years old.

___ YES  ___ NO  IF NOT:

The applicant is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, at least eighteen (18) years old, and is lawfully present in the United States. A photo static copy of the applicant’s alien card issued by the Department of Homeland Security or other federal immigration agency must be included with this document.

O.C.G.A. 50-36-1 states that “Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement of representation in an affidavit executed pursuant to this Code section shall be guilty of a violation of Code Section 16-10-20.”

I declare, under penalty of law, that this affidavit has been completed by me and is true and correct.

____________________________________________________________________
Signature
Title Date
(Must be signed by applicant. If the applicant is a corporation, must be signed by an officer of the corporation. A STAMPED SIGNATURE IS NOT ACCEPTABLE.)

I hereby certify that ____________________________ is personally known, or verified by me, that the applicant signed this application after stating to me his or her personal knowledge and understanding of all statements and, under oath actually administered by me, has sworn that the statements and answers contained in this affidavit are true.

This __________day of __________, 20__ Notary Public

AFFIX SEAL

All applicants must attach a copy of a secure and verifiable document as defined in O.C.G.A. 50-36-2. Such documents include a valid Georgia issued Driver’s License or ID Card, a valid Driver’s license issued by another State or an identification document issued by the United States Government (such as a Passport).