



**REQUEST FOR PROPOSALS (RFP)  
INSURANCE PROVIDER FOR CITY OF STOCKTON EMPLOYEES  
FOR THE CITY OF STOCKTON, CALIFORNIA  
(PUR 20-002)**

**PROPOSALS WILL BE RECEIVED UNTIL THE HOUR OF  
2:00 O'CLOCK P.M., THURSDAY, JANUARY 23, 2020,  
IN THE OFFICE OF THE CITY CLERK,  
FIRST FLOOR, CITY HALL, 425 NORTH EL DORADO STREET,  
STOCKTON, CALIFORNIA 95202-1997**

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INSURANCE PROVIDER FOR COS EMPLOYEES  
PUR 20-002

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## NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN that Request for Proposals (RFP) are invited by the City of Stockton, California for specifications for **INSURANCE PROVIDER FOR CITY OF STOCKTON EMPLOYEES (PUR 20-002)** in strict accordance with the specifications.

The purpose of this RFP is to obtain proposals to be used to identify the insurance company most suited to offer group accident, critical illness with cancer, cancer, permanent life, and short term disability insurance plans to City of Stockton employees.

**Proposal forms and specifications are available on the City's website at [www.stocktonca.gov/adminbid](http://www.stocktonca.gov/adminbid) and must be delivered to the Office of the City Clerk, City Hall, 425 North El Dorado Street, Stockton, up to but not later than, **Thursday, JANUARY 23, 2020 at 2:00 p.m.****

The City reserves the right to reject any and/or all proposals received.

### **Information on Technical Data**

Gail Kiyomura, Human Resources  
(209) 937-8478  
e-mail: [gail.kiyomura@stocktonca.gov](mailto:gail.kiyomura@stocktonca.gov)

### **Information on Process/Clarification**

Susan Garcia, Procurement Department  
(209) 937-8001  
e-mail: [susan.garcia@stocktonca.gov](mailto:susan.garcia@stocktonca.gov)

DISCLAIMER: The City does not assume any liability or responsibility for errors/omissions in any document transmitted electronically.

Dated: 01/03/2020

ELIZA GARZA  
CITY CLERK OF THE CITY OF STOCKTON

CITY OF STOCKTON  
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**PROPONENT'S CHECKLIST**

Did You:

- \*  Complete the following proposal documents (FROM THIS PACKET ONLY SUBMIT PAGES 29 to 31 AND PLACE IN THE FRONT OF YOUR PROPOSAL):
  - \*  Sign and notarize by jurat certificate the "Non-Collusion Affidavit" form. An "All-Purpose Acknowledgment" form will not be sufficient.
  - \*  Complete and sign a "Proponent's Fee Schedule" form, (under separate cover).
  - \*  Sign the "Proponent's Agreement" form. **Include (with proposal) name and e-mail address for City contact, if different from signatory.**
  - \*  Include your proposal, as outlined in these specifications.
  - \*  Submit one (1) ORIGINAL (unbound, no staples) and FIVE (5) COPIES of all proposal documents. Additionally, submit one (1) CD/THUMB DRIVE with an electronic version of the proposal.
- \*  Review all clarifications/questions/answers on the City's website at [www.stocktonca.gov/adminbid](http://www.stocktonca.gov/adminbid) .
- \*  Deliver sealed proposal to City Hall, City Clerk's Office (1st floor), 425 North El Dorado Street, Stockton, CA 95202, before **JANUARY 23, 2020 at 2:00 p.m.** Sealed proposal shall be marked "Proposal" and indicate project name, number, and proposal opening date (in the same format below). Please note that some overnight delivery services do not deliver directly to the City Clerk's Office. This could result in the proposal arriving in the City Clerk's Office after the proposal opening deadline and therefore not being accepted.
  - A) **“RFP – TO PROVIDE INSURANCE PROVIDER FOR COS EMPLOYEES”**
  - B) **PUR 20-002**
  - C) **JANUARY 23, 2020**

**CONTACT INFORMATION:**

Information on Technical Data	Information on Process/Clarification
Gail Kiyomura, Human Resources (209) 937-8478 e-mail: <a href="mailto:gail.kiyomura@stocktonca.gov">gail.kiyomura@stocktonca.gov</a>	Susan Garcia Procurement Division (209) 937-8001 e-mail: <a href="mailto:susan.garcia@stocktonca.gov">susan.garcia@stocktonca.gov</a>

\*If not completed as required, your proposal may be rejected.

DISCLAIMER: The City does not assume any liability or responsibility for errors/omissions in any document transmitted electronically.

**1.0 GENERAL INFORMATION**

**1.1 REQUEST FOR PROPOSAL (RFP) PROCESS**

CITY OF STOCKTON  
REQUEST FOR PROPOSALS (RFP)  
INSURANCE PROVIDER FOR CITY OF STOCKTON EMPLOYEES  
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The purpose of this Request for Proposal (RFP) is to request proponents to present their qualifications and capabilities to provide INSURANCE PROVIDER FOR CITY OF STOCKTON EMPLOYEES (PUR 20-002) for the City of Stockton.

**1.2 INVITATION TO SUBMIT A PROPOSAL**

Proposals shall be submitted no later than 2:00 p.m., on Thursday, JANUARY 23, 2020, in the office of:

CITY CLERK  
CITY OF STOCKTON  
425 NORTH EL DORADO STREET  
STOCKTON, CA 95202-1997

One (1) original and FIVE (5) copies of the proposal shall be submitted. Additionally, submit one (1) CD/THUMB DRIVE with an electronic version of the proposal. The proposal should be firmly sealed in an envelope which shall be clearly marked on the outside, "INSURANCE PROVIDER FOR COS EMPLOYEES (PUR 20-002)." Any proposal received after the due date and time indicated may not be accepted and may be rejected and returned, unopened, to the proponent.

**1.3 LOCAL BUSINESS PREFERENCE**

**Stockton Municipal Code Section 3.68.090 reads as follows:**

Preference shall be given to the purchase of supplies, materials, equipment, and contractual services from local merchants, quality and price being equal. Local merchants who have a physical business location within the boundaries of San Joaquin County, and who have applied for and paid a business license tax and registration fee pursuant to Stockton Municipal Code Title 5, Chapter [5.08](#), License Taxes, shall be granted two (2) percent bid preference. Local merchants who have a physical business location within the boundaries of the City of Stockton, and who have applied for and paid a business license tax and registration fee pursuant to Stockton Municipal Code Title 5, Chapter [5.08](#), License Taxes, shall be granted five (5) percent bid preference. This section is intended to provide preference in the award of certain City contracts in order to encourage businesses to move into and expand within the City. (Ord. 2014-03-18-1601 C.S. § 1; prior code § 3-106.1)

**1.4 LOCAL EMPLOYMENT—PUBLIC WORKS CONTRACTORS**

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Proponent must comply with City of Stockton Municipal Code (SMC) Section 3.68.095, Ordinance No. 011-09 adopted September 1, 2009, effective October 1, 2009.

**1.5 CONSEQUENCE OF SUBMISSION OF PROPOSAL**

- A. The City shall not be obligated to respond to any proposal submitted nor be legally bound in any manner by the submission of a proposal.
- B. Acceptance by the City of a proposal obligates the proponent to enter into an agreement with the City.
- C. An agreement shall not be binding or valid against the City unless or until it is executed by the City and the proponent.
- D. Statistical information contained in these documents is for informational purposes only. The City shall not be responsible for the accuracy of said data. City reserves the right to increase or decrease the project scope.

**1.6 ACCEPTANCE OR REJECTION OF PROPOSAL**

The City reserves the right to select the successful proposal and negotiate an agreement as to the scope of services, the schedule for performance and duration of the services with proponent(s) whose proposal(s) is/are most responsive to the needs of the City. Further, the City reserves the right to reject any and all proposals, or alternate proposals, or waive any informality or irregularity in the proposal as is in the City's best interest.

The City reserves the right to reject any and all proposals, or portions thereof, received in response to the Request or to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interests of the City. Additionally, the City may, for any reason, decide not to award an agreement(s) as a result of this Request.

Non-acceptance of any proposal shall not imply that the proposal was deficient. Rather, non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the City or that the City decided not to award an agreement as a result of this Request.

**1.7 RIGHT TO CHANGE OR AMEND REQUEST**

The City reserves the right to change the terms and conditions of this Request. The City will notify potential proponent(s) of any material changes by posting on the City's website. No one is authorized to amend any of the Request requirements in any respect, by an oral statement, or to make any representation or interpretation in conflict with its provisions. If necessary, supplementary

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information and/or clarifications/questions/answers will be posted on the City's website at [www.stocktonca.gov/adminbid](http://www.stocktonca.gov/adminbid) . Failure of any proponent to not have received such information and/or clarifications/questions/answers shall not relieve such proponent from any obligation under his/her proposal as submitted.

**Any exceptions to this Proposal shall be clearly stated in writing.**

**1.8 CANCELLATION**

The City reserves the right to rescind award of the contract at any time before execution of the contract by both parties if rescission is deemed to be in City's best interest. In no event shall City have any liability for the rescission of award. The proponent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

**1.9 EXAMINATION OF PROPOSAL MATERIALS**

The submission of a proposal shall be deemed a representation and warranty by the proponent that it has investigated all aspects of the Request, that it is aware of the applicable facts pertaining to the Request process and its procedures and requirements, and that it has read and understands the Request. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds the proponent was not fully informed as to any fact or condition. Statistical information which may be contained in the Request or any addendum is for informational purposes only. The City disclaims any responsibility for this information which may subsequently be determined to be incomplete or inaccurate.

**1.10 ADDENDA AND INTERPRETATION**

The City will not be responsible for, nor be bound by, any oral instructions, interpretations, or explanations issued by the City or its representatives. Any request for clarifications/questions/answers of this Request shall be made in writing/e-mail and deliverable to:

CITY OF STOCKTON  
ATTN: GAIL KIYOMURA  
HUMAN RESOURCES DEPARTMENT  
400 E MAIN, 3<sup>RD</sup> FLOOR  
STOCKTON, CA 95202  
[gail.kiyomura@stocktonca.gov](mailto:gail.kiyomura@stocktonca.gov)

CITY OF STOCKTON  
ATTN: SUSAN GARCIA  
PROCUREMENT DIVISION  
400 E MAIN, 3<sup>RD</sup> FLOOR  
STOCKTON, CA 95202  
[susan.garcia@stocktonca.gov](mailto:susan.garcia@stocktonca.gov)

Such request for clarifications/questions/answers shall be delivered to the City by **January 9, 2020**. Any City response to a request for clarifications/questions/answers will be posted on the City's website at



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[www.stocktonca.gov/adminbid](http://www.stocktonca.gov/adminbid) by **January 16, 2020** and will become a part of the Request. The proponent should await responses to inquiries prior to submitting a proposal.

**1.11 DISQUALIFICATION**

Any of the following may be considered cause to disqualify a proponent without further consideration:

- A. Evidence of collusion among proponents;
- B. Any attempt to improperly influence any member of the evaluation panel;
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP process will, and shall be, just cause for disqualification/rejection of proponent's proposal/Proponent's bid submittal and considered non-responsive.
- D. A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- F. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

**1.12 INFORMAL PROPOSAL REJECTED**

A proposal shall be prepared and submitted in accordance with the provisions of these Request instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from, or to a proposal may be sufficient grounds for rejection of the proposal. The City has the right to waive any defects in a proposal if the City chooses to do so. The City may not accept a proposal if any document or item necessary for the proper evaluation of the proposal is incomplete, improperly executed, indefinite, ambiguous, or missing.

**1.13 CONDITIONS TO BE ACCEPTED IF ANY WORK IS SUBCONTRACTED**

- A. The proponent assumes full responsibility, including insurance and bonding requirements, for the quality and quantity of all work performed.

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- B. If proponent's supplier(s) and/or subcontractor's involvement requires the use of a licensed, patented, or proprietary process, the proponent of the process is responsible for assuring that the subcontractor, supplier, and/or operator have been properly authorized to use the process or for providing another process which is comparable to that which is required prior to submission of a proposal.

**1.14 LICENSING REQUIREMENTS**

Any professional certifications or licenses that may be required will be the sole cost and responsibility of the successful proponent.

**A City of Stockton Business license may be required for this project. Please contact the City of Stockton Business License Division at (209) 937-8313.**

**1.15 INSURANCE REQUIREMENTS**

Proponent/Bidder, at Proponent's/Bidder's sole cost and expense and for the full term of the resultant contract or any extension thereof, shall obtain and maintain at least all of the insurance requirements listed in attached Exhibit 1 (or Exhibit A).

All coverage shall be provided by a carrier authorized to transact business in California and shall be primary. All policies, endorsements, and certificates shall be subject to approval by the Risk Manager of the City to Stockton as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the Risk Manager.

Maintenance of proper insurance coverage is a material element of this contract, and failure to maintain or renew coverage or to provide evidence of renewal may be treated as a material breach of contract.

**The Proponent shall assert that these insurance requirements will be met as part of their proposal response. *Failure to comply with these insurance requirements may result in a proposal being deemed unresponsive.* Proponent shall satisfy these insurance requirements concurrently with the signing of the contract prior to commencement of work. *It is strongly suggested that insurance requirements be reviewed with Proponent's broker to ensure any additional costs are included in the proposal pricing component.***

**Any questions pertaining to insurance requirements, please contact City of Stockton Risk Services at (209) 937-5037.**

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**1.16 INDEMNITY AND HOLD HARMLESS**

To the fullest extent permitted by law, Contractor shall hold harmless, defend at its own expense, and indemnify the City of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions to act of contractor or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from the City of Stockton's sole negligence or willful acts. The duty to defend and the duty to indemnify are separate and distinct obligations. The indemnification obligations of this section shall survive the termination of this agreement.

**1.17 APPLICABLE LAW**

Applicable law shall be governed by the laws of the State of California. Venue shall be proper in the Superior Court of the State of California, County of San Joaquin, Stockton Branch, or, for actions brought in Federal Court, the United States District Court for the Eastern District of California, Sacramento Division.

**1.18 METHOD OF PAYMENT**

Payment will be made within thirty (30) days after invoices are received and accepted by the City Manager. Invoices are to be rendered monthly.

**1.19 NOTICE TO OUT-OF-STATE VENDOR**

It is the policy of the City of Stockton to pay all applicable California sales/use tax directly to the State Board of Equalization (BOE) pursuant to California Revenue and Taxation Code 7051.3. The City of Stockton will self-accrue all sales/use tax on purchases made from out-of-state vendors.

Sales and use tax on purchases made by the City of Stockton from all companies located outside California and whose products are shipped from out of state will be remitted to the BOE directly by the City under permit number **SR KHE 28-051174 DP**. **Please do not include sales/use tax on the invoice that you submit to the City of Stockton.**

Questions regarding the City of Stockton's payment of sales/use tax can be directed to the City of Stockton's Procurement Division at (209) 937-8357.

**1.20 TERM**

Five (5) year contract.

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**1.21 COMPETITIVE PRICING**

Proponent warrants and agrees that each of the charges, economic or product terms or warranties granted pursuant to this Contract are comparable to or better than the equivalent charge, economic or product term or warranty being offered to any similarly situated commercial or other government customer of proponent. If proponent enters into any arrangements with another customer of proponent to provide product under more favorable charges, economic or product terms or warranties, proponent shall immediately notify CITY of such change and this Contract shall be deemed amended to incorporate the most favorable charges, economic or product terms or warranties.

**1.22 FUNDING**

Any contract which results from this Request will terminate without penalty at the end of the fiscal year in the event funds are not appropriated for the next fiscal year. If funds are appropriated for a portion of the fiscal year, this contract will terminate without penalty, at the end of the term for which funds are appropriated.

**1.23 UNCONDITIONAL TERMINATION FOR CONVENIENCE**

The City may terminate the resultant agreement for convenience by providing sixty (60) calendar day advance notice unless otherwise stated in writing.

**1.24 AUDITING OF CHARGES AND SERVICES**

The City reserves the right to periodically audit all charges and services made by the successful proponent to the City for services provided under the contract. Upon request, the proponent agrees to furnish the City with necessary information and assistance.

**1.25 PROPOSAL SECURITY**

Every proposal offered shall be accompanied by an acceptable financial instrument (proponent's bond, certified or cashier's check) in favor of and payable to the City of Stockton for an amount not less than \$ N/A. A proponent's bond shall be executed by a surety authorized by the Insurance Commissioner to transact business of insurance in the State of California, made out in favor of the CITY OF STOCKTON for an amount not less than \$N/A and no proposal shall be considered unless accompanied by such certified or cashier's check or proponent's bond.

If proponent elects to accompany their proposal with a proponent's bond, then said bond shall state on its face that, "in the event the person, firm, or corporation is awarded the contract and the said proponent shall fail, neglect, or refuse to enter

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into a contract to said equipment, materials or services, then the amount therein mentioned in the proponent's bond accompanying the proposal of said person, firm, or corporation shall be declared to be forfeited to the City."

In the event that the person, firm, or corporation to whom said contract may be awarded fails, neglects, or refuses to enter into contract to furnish said service, equipment or material, as hereinbefore provided within thirty (30) days of award, then the cashier's check, or certified check and the amount therein mentioned, accompanying the proposal of said person, firm, or corporation, shall be declared to be forfeited to said City; or, if non-complying proponent has accompanied their proposal with a proponent's bond, appropriate legal action to collect the proponent's bond shall be undertaken.

As information, the City will **NOT** accept company or personal checks for proposal security.

**1.26 CONTRACT BONDS**

The successful proponent will be required to furnish the City of Stockton with a Faithful Performance Bond in the amount of \$ N/A which shall be furnished concurrently with the signing of the contract.

The surety which provides the bond(s) must be authorized by the Insurance Commissioner to transact business of insurance in the State of California.

Said bonds shall be executed by the surety and contractor concurrently with the signing of the contract. The form and content of said bonds must be approved by the appropriate City departments.

All alterations, extension of time, extra and additional work, and other changes authorized by these specifications or any part of the contract shall be made without securing the consent of the surety or sureties on the contract bonds.

**1.27 CHANGES**

The City's Representative has the authority to review and recommend or reject change orders and cost proposals submitted by the proponent or as recommended by the proponent's project manager, pursuant to the adopted City of Stockton Standard Specifications.

**1.28 AWARD**

Upon conclusion of the Request process, a contract may be awarded for INSURANCE PROVIDER FOR CITY OF STOCKTON EMPLOYEES for the City of Stockton.

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The City reserves the right to select the successful proponent and to negotiate terms of a contract with the proponent(s) whose proposal(s) is/are most responsive to the needs of the City. Further, the City reserves the right to reject any and all proposals, or alternate proposals, or waive any informality in the proposal as is in the City's best interest.

**1.29 LIQUIDATED DAMAGES**

Liquidated damages in the amount of N/A dollars per day will be assessed per each working day over the N/A allotted for this project.

**1.30 PRODUCT OWNERSHIP**

Any documents, products or systems resulting from the contract will be the property of the City of Stockton.

**1.31 CONFIDENTIALITY**

If proponent believes that portions of a proposal constitute trade secrets or confidential commercial, financial, geological, or geophysical data, then the proponent must so specify by, at a minimum, stamping in bold red letters the term "**CONFIDENTIAL**" on that part of the proposal which the proponent believes to be protected from disclosure. The proponent must submit in writing specific detailed reasons, including any relevant legal authority, stating why the proponent believes the material to be confidential or a trade secret. Vague and general claims as to confidentiality will not be accepted. The City will be the sole judge as to whether a claim is general and/or vague in nature. All offers and parts of offers that are not marked as confidential may be automatically considered public information after the contract is awarded. **The proponent is hereby put on notice that the City may consider all or parts of the offer public information under applicable law even though marked confidential.**

**1.32 OTHER GOVERNMENTAL AGENCIES**

If mutually agreeable to all parties, the use of any resultant contract/purchase order may be extended to other political subdivisions, municipalities, or tax supported agencies.

Such participating governmental bodies shall make purchases in their own name, make payment directly to successful Proponent and be liable directly to the successful Proponent, holding the City of Stockton harmless.

**1.33 MANDATORY PRE-PROPOSAL CONFERENCE**

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NOT APPLICABLE

**1.34 PREVAILING WAGES & CONTRACTOR/SUBCONTRACTOR REGISTRATION REQUIREMENTS**

Prevailing wage rates are required for this project according to State and Federal Labor laws. Prevailing wage rates can be found by logging on to <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>.

Pursuant to Labor Code Section 1771.1(a): A Contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5. It is not a violation of this section for an unregistered Contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the Contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5.

Department of Industrial Relations- Contractor Registration information and web link: <http://www.dir.ca.gov/Public-Works/PublicWorks.html>

In compliance with Senate Bill 854 and the California Labor Code, all Bidders shall include with their Bid proof of registration from the Department of Industrial Relations (DIR) that includes the contractor's Legal Name, Registration Number, License Type/Number, Registration Date and Expiration Date, for every contractor and subcontractor, regardless of tier.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractors must submit their certified payroll records directly to the Division of Labor Standards Enforcement Compliance Monitoring Unit, as well as the City of Stockton.

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**1.35 PROPONENT'S SAFETY RESPONSIBILITY**

The scope of work for this project has been reviewed for special risks or hidden dangers that may be present to employees of the proponent or any subcontractor. The proponent is required to identify, notify employees, and implement special precautions to prevent injuries to employees. Additionally, the proponent is required to identify its skill, experience, and equipment in dealing with the types of risk to employees.

**1.31 Protest Policy**

Protest and Appeal Procedures. In order to maintain fairness and impartiality, the City of Stockton has established a solicitation protest policy and procedure.

**A. Protest Procedure**

1. All protests must be in writing and stated as a formal protest.
2. A casual inquiry, complaint, or a statement of intent to protest that does not provide the facts and issues and does not comply with the content requirements or deadlines, will not be considered or acted upon as a protest.
3. The protest must contain a complete statement of the basis for the protest and must include all relevant supporting documentation.
4. The solicitation process and procedures, including evaluation criteria, shall not be proper grounds for protest. Concerns related to the solicitation process and procedures, including evaluation criteria, should be raised and addressed, if at all, prior to the bid/proposal due date and time to allow adjustments before evaluation of the solicitation.
5. Protests must be filed with the City's Chief Financial Officer, or designee, at the address listed in the Solicitation Protest FAQ sheet and Procurement Procedure Manual, not later than five (5) days after the date the City mails the Letter of Intent to Award.
6. Deliveries of the protest by hand, mail, email or fax are acceptable.
7. The City is not responsible for lost or misplaced protests, or to assure the protest is received within the protest deadlines
8. The party challenging the award decision to bear the burden of proof of material error to justify invalidation of the proposed award.

**B. Protest Review**

1. The Chief Financial Officer or designee shall respond in writing at least generally to each material issue raised in the protest.



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2. The Chief Financial Officer's, or designee 's, administrative decision may be appealed in writing to the City Manager no later than (5) business days after the date the Chief Financial Officer's, or designee's, the decision is mailed to the protesting party.
3. The City Manager shall review and decide the appeal based on the grounds and documentation set forth in the original protest to the Chief Financial Officer, or designee.
4. Each party shall bear its own costs and expenses involved in the protest and appeal process, including any subsequent litigation.
5. The City Manager's administrative decision is final. After the City Manager issues the final administrative decision, the time in which judicial review of the decision must be sought shall be governed by California Code of Civil Procedure Section 1094 or as such section may be amended from time to time.
6. If the protested procurement involves state or federal funds , the Chief Financial Officer, or designee, shall give notice to the interested party that he or she has the right to appeal to the appropriate agency, which shall be identified by name and address. An appeal hereunder shall be filed with the appropriate agency within five (5) working days of the dispatch of rejection notices to the interested party(ies).
7. The City may require the protesting party to submit a City Council approved non-refundable protest fee to cover the administrative cost of processing the protest.

Bidders, proposers , and contractors wishing to protest or appeal a procurement or contracting decision by the City must follow the procedures provided by this section. The City will not review protests or appeals that are not submitted in accordance with these provisions and procedures.

A copy of this policy can be requested from the procurement specialist noted in Section 1.7 of this document.

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**2.0 BACKGROUND/GENERAL NATURE OF SERVICE**

City of Stockton is located in California. City of Stockton is the county seat of San Joaquin County and is situated in the central valley part of the state. City of Stockton has approximately 1,852 employees. More information regarding City of Stockton can be found at [www.stocktonca.gov](http://www.stocktonca.gov). Employees of City of Stockton are currently offered voluntary benefits through American Fidelity. These plans include accident, critical illness (without cancer coverage), cancer, and short-term disability coverages. There are approximately 288 current enrollees in these plans as detailed below:

- Accident: 78 Enrolled
- Critical Illness: 13 Enrolled
- Cancer: 52 Enrolled
- Permanent Life: 120 Enrolled
- Short Term Disability: 25 Enrolled

The purpose of this RFP is to obtain proposals to be used to identify the insurance company most suited to offer group accident, critical illness with cancer, cancer, permanent life, and short-term disability insurance plans to City of Stockton employees.

This RFP contains requests for information. Providers, however, in responding to this RFP, are encouraged to provide any additional information they believe is relevant. Providers are expected to respond to any/all questions that pertain to products and services offered.

Much effort has been made to provide all necessary and accurate information. It is the sole responsibility of the proposers to ensure that they have all information necessary to complete their proposal.

Minimum requirements for any proposal consideration are:

- 1) Composite Rate on the Critical Illness
- 2) Perpetual Guaranteed Issue for Critical Illness (GI offered every year for every eligible employee)
- 3) No benefit reductions of any type related to age
- 4) Proposal for a standalone cancer product

**2.1 SCOPE OF SERVICES**

**Eligibility & Program Participation**

Program coverage should be available to full-time employees (working 40+ hours per week), spouses, and unmarried dependent children (as applicable). City of Stockton will

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not accept minimum program participation requirements, although program participation will be actively encouraged and will be integrated with the core benefit enrollment.

### **Marketing and Enrollment**

The voluntary benefit enrollment will take place through Employee Navigator with the assistance of Gallagher Enrollment Services.

The open enrollment period is scheduled for May 2020 with specific dates to be determined.

City of Stockton requests customized support on communications with the focus being on employee education on the voluntary plans. These communications are to be funded by the carrier. **Please provide your recommendations, specific steps involved and samples of similar initiatives. Please also include samples of your standard solicitation forms, communication material and internet/intranet communications.**

### **Performance Guarantees**

City of Stockton requires each insurance carrier provide a detailed Performance Guarantee to include measurable standards for customer service, claims and administration of the implemented products. A financial penalty should be applied for failure to perform the agreed upon standards. The details of your proposed guarantee are required to be included in the proposal.

### **Coordination with City of Stockton and Third Party**

The successful proponent will be required to coordinate with the City of Stockton Human Resources Department along with Gallagher Benefit Services inc., which is currently operating as a consultant for City of Stockton voluntary benefits for purposes of scoring this RFP and to oversee the implementation of the Voluntary Benefits Program. Gallagher Benefit Services will provide appropriate resources to coordinate and monitor the program on behalf of City of Stockton, including but not limited to:

- marketplace due diligence, including negotiation of all product proposals.
- evaluations of coverages and provider responses.
- analyses, reviews, and recommendations of product, underwriting, pricing and service.
- reviews, evaluations and development of custom communication plans, support and other 3<sup>rd</sup> party resources for potential integration into City of Stockton's employee benefit engagement.
- contact with carriers for any client requested adjustments to proposals.
- management of all required client and carrier agreements for product offerings.

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Minimum requirements for any proposal consideration are:

- 1) Composite Rate on the Critical Illness
- 2) Perpetual Guaranteed Issue for Critical Illness (GI offered every year for every eligible employee)
- 3) No benefit reductions of any type related to age
- 4) Proposal for a standalone cancer product

**3.0 PROPOSAL GUIDELINES, CONTENT AND FORMAT**

The City of Stockton uses a qualifications-based selection process in obtaining these services. In order for the City to properly evaluate the Proponents' qualification to perform this work, the proposals shall include, as a minimum, the following information:

- A. Evidence of the Proponent's ability to be responsive to this project in regard to timeliness and expertise, including availability of staff proposed to be assigned.
- B. The Proponents are encouraged to expand on the Scope of Work to demonstrate their expertise. Evaluation of the proposals will be based on qualifications, the experience of staff proposed to be assigned to the project, references and thoroughness of the proponent's response to the Scope of Services.
- C. Such additional information that the Proponent may feel would be pertinent to assist the City of Stockton in making its final decision.
- D. Please submit one (1) original and FIVE (5) copies of your proposal/qualifications. Additionally, submit one (1) CD/THUMB DRIVE with an electronic version of the proposal. The original should be unbound to allow us to reproduce your proposal, as needed.

**3.0.1 Cover Letter**

Submit a letter on your company letterhead addressing the proposal and format. The letter should be signed by an officer of the firm authorized to bind the firm to all comments made in the proposal, and shall include the name, address, phone number and e-mail address of the person(s) to contact who will be authorized to represent your firm.

**3.0.2 Minimum Experience Qualifications Summary**

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A statement of professional experience and ability.

**3.0.3 Management/Method of Operation**

Provide detailed description outlining your firm's approach to provide the service. Highlight innovative ideas your firm may have to provide to the City and describe in detail your procedures and management techniques.

**3.0.4 Requested Plan Designs and Features**

**General Specifications for All Plans:**

- Quote HEAPED COMMISSIONS.
- Quote Only Monthly Rates.
- Waived Participation is a Requirement.
- No Age Based Benefit Reduction.
- Guaranteed Issue with Guaranteed Issue Strategy for Future Re-enrollments Should be incorporated.
- If Multiple Plan Designs are proposed, the Only Difference Between the Plan Options should be the Amount of Benefits Paid.
- Include Any Employee Assistance, Health Advocacy, Medical Bill Support or Other Value-Added, No Cost Features that will differentiate your Proposal.

**3.0.5 References**

Provide a list of references with current contact person, e-mail address and phone number who may be contacted regarding firm performance.

**3.0.6 Financial Statement**

The proponent must be able to demonstrate a good record of performance and have sufficient financial resources to ensure that they can satisfactorily provide the services required herein.

Proponent shall submit a full and detailed presentation of the true condition of the proponent's assets, liabilities and net worth. The report should include a balance sheet and income statement. If the proponent is a new partnership or joint venture, individual financial statements must be submitted for each general partner or joint venture thereof. If firm is a publicly held corporation, the most current annual report should be submitted.

Any proponent who, at the time of submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial

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portion of the property of the proponent under federal bankruptcy law or any state insolvency, may be declared non-responsive.

**3.0.7 Corporate Structure, Organization**

Describe how your firm is organized, noting major divisions and any parent/holding companies, as well as brief history of the firm and all personnel potentially to be involved in the project including all sub-consultants. Designate the Principal in Charge and other key personnel. Include résumés. Also provide a description of the experience your firm has had with similar processes.

**3.0.8 Additional Questions**

**Organizational Strength**

1. Please provide the name, telephone number (office and mobile), email, and office location of the individual to be contacted with any questions.
2. Please provide the following about your organization: name, locations, assets, ratings by A.M. Best, Moody's, and Standard and Poor's (if appropriate); a brief history of your company, a description of business activities, and financial results for the last three years.
3. What is the name of the entity that underwrites your plan? Who underwrites and administers your plan?
4. Please provide a copy of your Employer agreement that you will request City of Stockton to execute for the programs you are proposing.
5. Please verify that you will not cross-sell other products and services to our Client's members without their written approval.
6. Will you assign our Client a dedicated Account Manager that is the same for all five plans? Where will this individual be located?
7. In the event that our Client would wish to terminate the program, what is your cancellation policy? Written notice? How many days? Is there a cancellation charge?

**Marketing Communications and Enrollment**

1. Please provide samples of your standard solicitation forms, communication material and internet/intranet communications with the focus being on employee education on the voluntary plans.

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2. Based on your experience with other groups similar in size, please provide a detailed plan and timeline for implementing the plans in the following scenario. Your response must include tasks required of the employer:
  - ***For the purposes of illustration, assume you are selected on February 14, 2020 and enrollment period is April 6, 2020 – April 17, 2020.***
3. There is perpetual enrollment for new hires throughout the year. Employees make life event coverage changes throughout the year as applicable. Please confirm that you accept this process.

**Technology, Administration and Customer Service**

1. City of Stockton employees will enroll in both core and voluntary plans on the County's HRIS platform, Employee Navigator.
2. Please confirm if you are currently connected with Employee Navigator, where rates for plans quoted may be built directly on to that platform. Detail the timeline required to provide this integration.
3. Do you have a mobile enabled website? If so, please explain what is available to our Client's employees. General Information? Plan Details? Claim Status? If applicable, please also provide a guest login/password so we can review your functionality.
4. Are you willing to set up a link from our Client's intranet to your site?
5. Do you have any web-based tools that could be used by City of Stockton to monitor program results, pull reports, etc.?
6. A self-bill is desired. Please detail your billing process.
7. Portability is a desired feature for this program. The selected carrier is responsible for sending out portability information when an employee leaves employment. Please confirm your agreement to this responsibility.
8. Please detail your portability provision. Be sure to address each of the following for each product proposed:
  - a. When is the employee eligible to port?
  - b. Are there any health questions asked at time of port?
  - c. Are benefits affected in any way? Include all limitations and exclusions.
  - d. Is there any change to rates?

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- e. Are there any rate guarantees with ported coverage?
  - f. How is billing handled for ported policies? At what frequency?
  - g. Is there a fee to direct bill ported policies?
  - h. Under what conditions would an employee not be able to port coverage?
  - i. Does the master policy (if applicable) have to remain in force in order for employees to port coverage? What if the master policy is cancelled?
9. If City of Stockton should get behind on submitting payments, please explain your process of how you would notify City of Stockton prior to stopping claims payments. Please include the timelines of notifications.
10. Please confirm if deductions can be taken on a pre-tax or post-tax basis.
11. Describe your standard Client reporting capabilities in detail. Provide examples of all of your standard reports.
12. Please identify the locations of your customer service centers for all products with the proposed days and hours of operation when employees are able to reach representatives.
13. What are your non-English speaking capabilities?
14. Can you accommodate the hearing-impaired?
15. Please provide a sample of your performance standards for customer service during the last 12 months.
16. What is the average answer time and abandonment rate?
17. Please provide the toll-free number available for customer service and claims?
18. Describe how the employee receives their certificate of coverage.

**The Following Questions on plan designs and features apply to Accident, Critical Illness, Cancer, Permanent Life, and Short Term Disability Insurance. Indicate if there is a difference between plans.**

**Eligibility - Provide answers specific to each product quoted in Fee Proposal (3.0.9)**

1. Employee eligibility for voluntary benefits is full-time employees 1<sup>st</sup> of the month following date of hire.



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2. What are the min and max issue ages for an eligible employee? Spouse? Dependent?
3. Which family members are eligible for coverage? Are there age or other limitations?
4. Please provide your definition of an eligible dependent.
5. Must the employee purchase coverage in order for other eligible family members to purchase coverage?
6. Is an eligible spouse or dependent required to be healthy, i.e. do you insure a disabled spouse/dependent?

**Underwriting - Provide answers specific to each product quoted in Proposal Fee (sec 3.0.9)**

1. Is your policy issued on a guaranteed issued basis each year at open enrollment?
2. Is your policy issued on a GI basis to late entrants, new hires, and employees on leave during the Open enrollment period?
3. Is evidence of insurability ever required for the employee or a dependent?
4. May an employee elect a higher level of coverage at open enrollment without evidence of insurability?
5. Is the underwriting offer subject to a minimum participation requirement at any time?
6. Please attach a sample enrollment forms/application.
7. Include the explanation of each benefit including limitations.
8. Does your plan include a preexisting condition limitation or exclusion? If yes, please describe.
9. Please provide your standard list of exclusions by product.
10. What is the time span that the policy is in effect – until what attained age?
11. Does your plan have a reduction of benefits based on age or other factors? If so, please describe. No reduction is requested.
12. **Please attach a sample policy/certificate for each product proposed.**

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13. **Critical Illness / Cancer:** Are employees required to have major medical insurance in order to enroll in the plan?
14. **Critical Illness / Cancer:** Is your plan Guaranteed Issue at initial enrollment only or every year at re-enrollment, even for previously eligible non-participants?
15. **Critical Illness / Cancer:** Is your policy issued on a GI basis to new hires, late entrants, and employees on leave during the open enrollment period?
16. **Critical Illness / Cancer:** Waived percentage (%) of participation levels is required. Please detail any minimum application requirements.
17. **Critical Illness / Cancer:** Please describe the basic benefit – is it payable as a lump-sum on first diagnosis after effective date, or first ever diagnosis?
18. **Critical Illness:** Are benefits paid upon each occurrence of a unique critical illness? Is there a required separation period between each diagnosis?
19. **Critical Illness:** Describe your recurrence benefit. What is the timeframe allowed between each recurrence diagnosis?
20. **Critical Illness:** Are there any restrictions regarding the insured's use of the benefit payment?
21. **All Products:** Please describe the health screening benefit and include a listing of the eligible tests procedures/tests. Are biometric screenings eligible? Is there a waiting period?
22. **All Products:** Who is eligible for the health screening benefit and are there limitations with respect to payouts per policy or per person?
23. **All Products:** Describe any pre-existing condition limitations.
24. **Critical Illness:** Please confirm that all included Critical Illnesses waive all pre-existing conditions if a new diagnosis or event occurs after the effective date. Detail any exceptions.

**3.0.9 Proposal Fee (Under Separate Cover)**

Provide detailed basic fee structure and break-down of any other charges related to your firm's proposal. Finalist's fee structure may be subject to negotiation. Please provide price information for the following and in the format shown below.

**General Specifications for All Plans:**

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- Quote HEAPED COMMISSIONS.
- Quote Only Monthly Rates.
- Waived Participation is a Requirement.
- No Age Based Benefit Reduction.
- Guaranteed Issue with Guaranteed Issue Strategy for Future Re-enrollments Should be incorporated.
- If Multiple Plan Designs are proposed, the Only Difference Between the Plan Options should be the Amount of Benefits Paid.
- Include Any Employee Assistance, Health Advocacy, Medical Bill Support or Other Value-Added, No Cost Features that will differentiate your Proposal.

**Accident**

- **Quote a Plan Design that Best Matches the Below Plan Design, as well as any Additional, Improved Plan Designs.**
- 24 Hour Plan Design
- Hospital Admission/ICU Admission: \$1,000/\$2,000
- Hospital Daily Benefit:
  - Non-ICU: \$200
  - ICU: \$600
- Emergency Room: \$200
- Urgent Care: \$100
- \$75 Wellness Benefit Rider
- Include Other Standard Schedule of Benefits for Fractures, Lacerations, Burns, etc.
- Include AD&D benefits
- No Age Based Benefit Reduction
- DO NOT include Sickness or Disability benefits
- **Please Provide 4 Tier Rates**

**Critical Illness**

- Quote Maximum Guaranteed Issue Available (\$30,000 Minimum)
- Quote monthly uni-tobacco rates
- **Please Quote Composite Rates with 4 Rate Tiers**
- Include Cancer, Heart, Stroke, Renal Failure, Organ Failure
- Include Other Recommended Conditions in Your Portfolio
- Multiple Payment Plan (1x Each Condition)
- Recurrence Rider
- Fifty-dollar (\$50) Wellness Benefit Rider (Wellness Rate Must Be Built Into Rates, Not an Add-On)
- Waiver of Pre-Existing Condition Limitation
- NO Age Based Benefit Reduction
- Include Volume Purchase Rates in increments of \$5,000 up to \$30,000 for Each Age Band

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**Cancer Insurance**

- **Quote Two Plan Design that Best Match the Below Plan Designs.**
- Low Option:
  - Composite rates
  - Quote Guaranteed Issue
  - Radiation Therapy Benefits: \$10,000 Per Year Payments or Higher
  - Include Stem Cell and Bone Marrow Transplant Benefits
  - Include Surgical Benefits
  - Include Daily Hospital Confinement: \$200 daily or Higher
  - Wellness benefit: \$50 or Greater
- High Option:
  - Composite rates
  - Quote Guaranteed Issue
  - \$5,000 Initial Diagnosis Benefit or Higher
  - Radiation Therapy Benefits: \$15,000 Per Year Payments or Higher
  - Include Stem Cell and Bone Marrow Transplant Benefits
  - Include Surgical Benefits
  - Include Daily Hospital Confinement: \$300 daily or Higher
  - Wellness benefit: \$75 or Greater
- Include Information Regarding any Optional Riders available

**Permanent Life Insurance**

- **Quote Whole Life or Universal Life Plan Designs**
- Quote Maximum Guaranteed Issue Available (\$200,000 Minimum)
- Include Guaranteed Issue for Spouse and Child Coverage
- Include Long Term Care Rider (Include Restoration and Extension if Available)
- Non-Tobacco and Tobacco Monthly Rates
- **Please Provide Employee Monthly Rates for \$30,000 Benefit**

**Worksite Short Term Disability Insurance Quote**

- **Non-integrated STD:**
  - Benefit Period: 3 Months
  - Elimination Period: 7/7
  - Composite rated
  - Quote Guaranteed Issue
  - 30% income replacement
  - Include Partial Disability and Waiver of Premium Benefit

**Legal Insurance**

- Employee Paid Rates
- Access Report for 10 & 15 Miles based on the zip code 95202
- Monthly Pricing

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- Family Coverage

**Identity Theft Insurance**

- Employee Paid Rates
- Monthly Pricing
- Family Coverage

**Pet Insurance**

- Employee Paid Rates
- Monthly Pricing
- Multi-Pet and Group Discount
- Rates for a 2-Year-Old Labrador Retriever and a 2-Year-Old Domestic Short-Hair Cat
  - Assume 90% Co-Insurance and \$250 Deductible, if Applicable

**Auto & Homeowners Insurance**

- Employee Paid Rates
- Group & Payroll Deduction Discounts

**3.0.10** The proposal must be submitted, typewritten on 8½” X 11” white paper and must be bound in a secure manner.

**3.0.11** Material and data not specifically requested for consideration, but which the proponent wishes to submit must not appear with the Proposal but may appear only in an “Additional Data” section. This has specific reference to the following types of data:

Generalized narrative of supplementary information; and  
Supplementary graphic material

**3.0.12** All proposals must be signed with the full name of the proponent, if an individual; by an authorized general partner, if a partnership; or by an authorized officer, if a corporation.

**3.0.13** When proposals are signed by an agent other than an officer of a corporation or a member of a general partnership, a power of attorney authorizing the signature must be submitted with the proposal.

**3.0.14** If the proposal is submitted by a partnership or joint venture, the Statement of Personal History attached to the Proposal must be completed by each general partner or joint venture thereof. If the proposal is submitted by a corporation, the Statement must be completed by each principal officer of said corporation.

**3.0.15** The original proposal must have wet ink signatures. Modification to a proposal after the proposal submittal deadline will not be accepted by the City.

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**3.1 EVALUATION PROCEDURE AND CRITERIA**

The City is interested in selecting a qualified firm with the ability to provide INSURANCE PROVIDER FOR CITY OF STOCKTON EMPLOYEES. A key component for the successful firm will be the ability to meet the City's performance desires while minimizing the cost.

The Evaluation Panel will consist of City of Stockton staff and qualified representatives from Gallagher Benefits Services Inc. Following review of the proposals, the Panel may invite one or more proponents to make an oral presentation. During these presentations, the proponent will be allowed to present such information as may be appropriate in order that the Panel can effectively and objectively analyze all materials and documentation submitted as part of the proposals.

Each firm must be represented by an individual who will be the prime contact person to the City and any other individuals whom the firm may select. The highest-rated proposal(s) will then be further scrutinized through financial analysis and reference checks.

To that end, the Panel will evaluate the proposals based on, but not limited to, the following criteria:

1. Proponent's ability to provide all services as outlined in the Scope of Services;
2. Related experience with similar projects, company background and personnel qualifications;
3. Proponent's Fee Schedule: completed and signed (under separate sealed cover);
4. Proponent's Agreement;
5. Non-Collusion Affidavit;
6. References;
7. Any other criteria as best suits the City of Stockton.

**3.2 PROPOSED DEVELOPMENT COSTS**

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The cost of preparing and submitting a proposal is the sole responsibility of the proponent and shall not be chargeable in any manner to the City of Stockton.

**3.3 PROPONENT CONTACT**

Proponent shall provide the name, address, e-mail address and telephone number of an individual in their organization to whom notices and inquiries by the City should be directed as part of this proposal.

**3.4 CITY'S USE OF PROPOSAL MATERIAL**

All material submitted in or with the proposal shall become the property of the City, unless it is clearly marked as proprietary information. The City reserves the right to use any ideas presented in the proposals, without compensation paid to the Firm. Selection or rejection of the proposal shall not affect this right.

**3.5 REJECTION OF PROPOSAL**

The City reserves the right to reject any and all proposals submitted and to request additional information from the Proponent. The award will be made to the firm which, in the opinion of the City, is best qualified.

# PROPOSAL DOCUMENTS

- A) RFP – INSURANCE PROVIDER FOR CITY OF STOCKTON EMPLOYEES
- B) PUR 20-002
- C) JANUARY 23, 2020

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_



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**PROPONENT'S AGREEMENT**

In submitting this proposal, as herein described, the proponent agrees that:

1. They have carefully examined the Scope of Work and all other provisions of this document and understand the meaning, intent and requirements of same.
2. They will enter into contract negotiations and furnish the services specified.
3. They have signed and notarized the attached Non-Collusion Affidavit form, whether individual, corporate or partnership. Must be 'A Jurat' notarization.
4. They have reviewed all clarifications/questions/answers on the City's website at [www.stocktonca.gov/adminbid](http://www.stocktonca.gov/adminbid) .
5. Confidentiality: Successful Proponent hereby acknowledges that information provided by the City of Stockton is personal and confidential and shall not be used for any purpose other than the original intent outlined in the Request for Proposal. Breach of confidentiality shall be just cause for immediate termination of contract agreement.

\_\_\_\_\_  
FIRM ADDRESS

\_\_\_\_\_  
SIGNED BY TITLE OR AGENCY

\_\_\_\_\_  
TELEPHONE NO./FAX NO. DATE

\_\_\_\_\_  
E-MAIL ADDRESS

**NON-COLLUSION**

**No. 1 AFFIDAVIT FOR INDIVIDUAL PROPONENT**

**STATE OF CALIFORNIA,** \_\_\_\_\_ )ss.  
**County of** \_\_\_\_\_ )  
(insert)

\_\_\_\_\_ being first duly sworn, deposes and says: That on behalf of any person not named herein; that said Proponent has not colluded, conspired, connived or agreed, directly or indirectly with, or induced or solicited any other bid or person, firm or corporation to put in a sham bid, or that such other person, firm or corporation shall or should refrain from bidding; and has not in any manner sought by collusion to secure to themselves any advantage over or against the City, or any person interested in said improvement, or over any other Proponent.

\_\_\_\_\_  
(Signature Individual Proponent)

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Seal \_\_\_\_\_

Signature \_\_\_\_\_

**No. 2 AFFIDAVIT FOR CORPORATION PROPONENT**

**STATE OF CALIFORNIA,** \_\_\_\_\_ )ss.  
**County of** \_\_\_\_\_ )  
(insert)

\_\_\_\_\_ being first duly sworn, deposes and says: That they are the \_\_\_\_\_ of \_\_\_\_\_ a corporation, which corporation is the party making the foregoing bid, that such bid is genuine and not sham or collusive, or made in the interest or behalf of any person not named herein; that said Proponent has not colluded, conspired, connived or agreed, directly or indirectly with, or induced or solicited any other bid or person, firm or corporation to put in a sham bid, or that such other person, firm or corporation shall or should refrain from bidding; and has not in any manner sought by collusion to secure to themselves any advantage over or against the City, or any person interested in said improvement, or over any other Proponent.

\_\_\_\_\_  
(Signature Corporation Proponent)

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Seal \_\_\_\_\_

Signature \_\_\_\_\_

**No. 3 AFFIDAVIT FOR FIRM, ASSOCIATION, OR CO-PARTNERSHIP**

**STATE OF CALIFORNIA,** \_\_\_\_\_ )ss.  
**County of** \_\_\_\_\_ )  
(insert)

\_\_\_\_\_,  
each being first duly sworn, depose and say: That they are a member of the firm, association or co-partnership,  
designated as \_\_\_\_\_ who is the party making the foregoing bid; that the other partner, or partners, are \_\_\_\_\_ that such bid is genuine and not sham or collusive, or made in the interest or behalf of any person not named herein; that said Proponent has not colluded, conspired, connived or agreed, directly or indirectly with, or induced or solicited any other bid or person, firm or corporation shall or should refrain from proposing; and has not in any manner sought by collusion to secure to themselves any advantage over or against the City, or any person interested in said improvement, or over any other Proponent.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Seal \_\_\_\_\_

Signature \_\_\_\_\_

## EXHIBIT 'A' – INSURANCE REQUIREMENTS

N/A