

PROVO CITY SCHOOL DISTRICT

SOIQ

**REQUEST FOR STATEMENT OF INTEREST
AND QUALIFICATIONS**

FOR

BENEFIT CONSULTANT TO EXPLORE SELF FUNDING OF INSURANCE

Solicitation #2022-02

RELEASE DATE: February 23th, 2022

DUE DATE: March 1st, 2022 @ 2:00 PM, MST

Purchasing Department
280 West 940 North
Provo, Utah 84604

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PURPOSE OF REQUEST

Provo City School District (PCSD) is seeking annual statements of interest and qualifications (SOIQ) from consultants engaged in providing benefit consulting services in the state of Utah. Statements will be used and evaluated to create a list of pre-qualified consultants. This list will be utilized when the procurement of services is estimated to be less than \$100,000 per year. PCSD anticipates this request will result in a pre-qualified list for the following categories:

Medical Insurance Consultants

Dental Insurance Consultants

Life Insurance Consultants

GENERAL INSTRUCTIONS

This annual SOIQ is designed to provide interested consultants sufficient basic information to submit statements meeting minimum requirements, but is not intended to limit a statement's content or exclude any relevant or essential data. Consultants are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

Benefit consultant services that are estimated to exceed \$100,000 will be solicited on a project by project basis and solicited according to the requirements found in the Utah Procurement Code 63G-6a-103(59).

PCSD reserves the right to reject any or all statements, or to waive any formality or technicality in any submission, in the best interests of the District. The District reserves the right to cancel this request for SOIQ in whole or in part at any time, if it is in the best interest of the District.

BACKGROUND

PCSD is interested in selecting from a pre-qualified list of consultants for evaluating plans, designs, and options of insurance for the District. PCSD may choose to rotate through the list of qualified consultants or select the consultant based on their particular area of expertise, skills, qualifications, etc. **Qualified consultants are also NOT guaranteed any amount of work.**

ISSUING OFFICE AND SOIQ REFERENCE NUMBER

The Provo City School District Purchasing Department is the issuing office for this document and all subsequent addenda relating to it, on behalf of the District. The reference number for this solicitation is **#2022-02**. This number must be referenced on all submissions, correspondence, and documentation relating to the SOIQ.

SUBMITTING THE SOIQ

Annual Request for SOIQ
Solicitation #2022-02
Due: March 1st, 2022

Submissions must be received by **March 1st, 2022 at 2:00 PM (MST)**. Statements received after the deadline will be late and ineligible for consideration.

We request that you submit six (6) hard copies to the PCSD Purchasing Department, 280 West 940 North, Provo, UT 84604. Attention to: Tina Fluehe. Please submit in a sealed envelope with the solicitation #2022-02 printed on the front of the envelope or email to tinaf@provo.edu.

Faxed proposals are not acceptable forms of submission and will not be considered as a valid response from an offeror.

FEE DETERMINATION

The District reserves the right to negotiate the fees for all projects issued. Preferred methods of determining fees for projects under \$100,000, are either a fixed fee or on a percentage of savings. These fees will be negotiated at the time the opportunity is issued for particular projects based on the scope and size of the project, to the selected and most qualified consultant. If fair and reasonable compensation cannot be agreed upon with the selected consultant, PCSD shall advise the consultant in writing of the termination of negotiations. Upon failure of negotiations, PCSD will enter into negotiations with the next most qualified consultant. See *Utah Procurement Code 63G-6a*.

STANDARD CONTRACT TERMS AND CONDITIONS

While it is the intent of the District to proceed with this solicitation, nothing herein shall obligate the District to enter into a contract for benefit consultant services with a selected consultant during the calendar year. DEPENDING ON PROPOSED PLANS AND COSTS, PCSD MAY ELECT TO REMAIN ON IT'S CURRENT PLAN.

Qualified consultants shall remain on PCSD's approved list for two calendar years provided: a) they have not been suspended for poor performance or failure to comply with requirements of their contract, or b) the consultant has not undergone a significant reorganization involving the loss of key personnel, to a degree that the consultant no longer meets the qualification requirements outlined in this document.

QUESTIONS

All questions, interpretations, or clarifications regarding this solicitation shall be submitted in writing and are subject to the deadline for submitting questions before **March 1st at 2:00 PM**. All questions should be submitted to Tina Fluehe, District Purchasing, PCSD. If any vendor detects any discrepancy, conflict, omission, or other error in these documents, they shall notify the District in writing and request clarification or modification of the SOIQ documents. Clarifications, interpretations, and answers will be posted on the PCSD website and are considered addenda to the original request for SOIQ.

Any addenda submitted prior to the submittal deadline shall become part of this request and any information required shall be included in your proposal. Suppliers are cautioned not to consider verbal modifications. No District employee should be contacted in regards to this solicitation.

DISCUSSIONS WITH OFFERORS

An oral presentation by an offeror to clarify a SOIQ may be required at the sole discretion of the District. However, the District may award a contract based on the initial statements received without discussions with the offeror. If oral presentations are required, they will be scheduled after the submission of proposals. PCSD will not reimburse any fees your consultant may incur for oral presentations and/or proposal preparation.

CONFIDENTIALITY

Offerors are required to mark any specific information contained in their submittal which they are claiming as protected and not to be disclosed to the public or used for purposes other than the evaluation of the SOIQ. A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. Pricing and service elements may not be protected. An entire proposal may not be protected under a Claim of Business Confidentiality.

All materials submitted become the property of PCSD. Materials may be evaluated by anyone designated by the District as part of the proposal evaluation committee. Materials submitted may be returned only at the District's option.

QUALIFICATIONS SUMMARY

A Statement of Qualifications and Performance Data Form has been supplied for convenience in reviewing proposals submitted by potential consultants. All information contained in the form is required in your submission. Here is a summary of the required information and in which order the district is requiring you to submit your information:

1. Name of consultant
2. Location of all Utah offices
3. References and Cost Analysis – The names of three (3) clients, who may be contacted, including at least two (2) for whom services were rendered in the last calendar year. References should include public K-12 projects where design fees and project management did not exceed \$100,000. Please include the following information:
 - a. Company name
 - b. Contact name
 - c. Contact telephone
 - d. Specific project and dollar amount of services
 - e. Type of insurance (self-funded, fully insured)
4. Schedule Analysis – Please provide the approximate number of days to complete each phase
 - a. Plan analysis & design

- b. Bidding and selection of plans
- c. Awards to implementation

PROPOSAL RESPONSE FORMAT

All proposals must include and be organized as follows:

Tab 1 - Executive Summary

The one or two page executive summary is to briefly describe the consultant's proposal. This summary should highlight the major features of the proposal and the consultant categories that your organization is interested in. It must indicate any requirements that cannot be met by the consultant. The reader should be able to determine the essence of the proposal by reading the executive summary. *(Limit 2 pages)*

Tab 2 - Resumes

Names, titles, and experience of personnel who will be assigned to work with the District on selected projects. You may include a list of projects that employees have been a major contributor in. *(Limit 3 pages)*

Tab 3 - Consultant Experience

Preference will be given and evaluation scores will be higher for consultants with relevant experience on projects. *(Limit 4 pages)*

Tab 4 - Unique Technical Capabilities, Certifications, and Awards

Indicate any unique capabilities, areas of specific expertise, and/or documented recognition that would give your consultant a competitive advantage over other consultants. *(Limit 2 pages)*

Tab 5 - Transparency of Compensation

Please explain how you or your company plans to show transparency of all forms of compensation that you will receive if selected and the District adopts and approves your proposal *(Limit 1 page)*

Tab 6 - How Plans & Designs are Determined, Established, and Presented to the PCSD

Please explain how you will present plan options that are in the Districts best interest, currently and ongoing, to the District. *(Limit 2 pages)*

Please Note: Any attempt or claim to any third party that your organization is the designated agent or broker of record during this process before an award has been made will be considered grounds for disqualification.

Tab 7 - What resources are available to your organization that PCSD could leverage that would support PCSD in self-funding, along with ongoing plan design and analysis.

Please indicate what resources you have available to you and would be available to support PCSD and how it sets you apart from other consultants and broker.

Tab 8 – Statement of Litigation or Actions

Listing of any actions taken by any regulatory agency against the consultant and/or all litigation in the past five years involving the consultant, principals, agents or employees with respect to any work performed. *(Limit 1 page)*

Tab 9 – Protected Information (if applicable)

Provo City School District, as a state governmental entity, is subject to the requirements of the Government Records and Access Management Act (GRAMA). Utah Code Ann. § 63G-2-309 provides that the Provo City School District may classify information in your proposal as “protected” if you provide the Provo City School District with a written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality, and the request meets the parameters set forth in 63G-2.

Please provide the Provo City School District with a determination of what, if any, information in the proposal warrants business confidentiality and a concise statement of reasons supporting the claim of business confidentiality for that information. A claim of business confidentiality for information contained within your proposal may be based upon:

- (1) “trade secrets,” which are statutorily defined as “information, including a formula, pattern, compilation, program, device, method, technique, or process, that: (a) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (b) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy;” or
- (2) commercial information if the disclosure of the information could reasonably be expected to result in unfair competitive injury to your company and your company has a greater interest in prohibiting access than the public in obtaining access.

QUALIFICATIONS & PERFORMANCE EVALUATION CRITERIA

The District will evaluate each proposal submitted based on responsiveness to the District’s overall needs. *References and project experience provided should be for specific projects where the total design fees were less than \$100,000.* Please indicate in your response what categories you are interested in completing work for the District. If multiple categories are chosen, sufficient information must be provided in the response to qualify your consultant for the services selected. Separate and multiple SQPD forms should be filled out for each discipline your consultant provides.

A committee will evaluate proposals against the following criteria. Each area of the evaluation criteria must be addressed in detail in the proposal.

- 25 Points** **Consultant History, Experience, Qualifications, & Capabilities**
- 25 Points** **Transparency of Compensation**
- 25 Points** **How Plans and Designs are Determined, Established, & Presented**
- 15 Points** **Resources Available and Support in the Future**
- 5 Points** **References**
- 10 Points** **Responsiveness and Completeness of Statement**

The selection committee will be comprised of individuals from PCSD and others as may be deemed appropriate by the District. The selection committee will evaluate the statements submitted and determine which consultants will be requested to provide additional information and/or be selected as pre-qualified architectural and engineering consultants. The results of the pre-qualified consultants will be posted on PCSD web site and consultants will also be notified by the Department of Purchasing.

Determination of Compensation for Consulting Services:

Pursuant to Utah Code Ann. § 63G-6-704, the procurement officer, Tina Fluehe, shall award a contract to a qualified firm at compensation which the procurement officer determines in writing to be fair and reasonable to the Provo City School District. The District shall negotiate all fees according to Utah Procurement Code as outlined in rules found in R33-5-62, at the time of selection.

A firm successful in their offer should be prepared to enter into negotiations with Provo City School District, in accordance with Utah Code Ann. § 63G-6, Administrative Rule R33 and the Brooks Act Professional Services Procurement Process.

In making a determination, the Provo City School District procurement officer shall take into account the estimated value, the scope, and complexity, and the professional nature of the services to be rendered. Should the procurement officer be unable to negotiate a satisfactory contractual agreement with the highest ranking qualified firm first selected, which is determined to be fair and reasonable to Provo City School District discussions with that firm shall be formally terminated. The procurement officer shall then undertake discussions with a second highest ranking qualified firm. Failing accord with the second firm, the procurement officer shall proceed with this negotiation process to subsequent offerors in ranking order until an agreement is reached.

Note: any attempt to include cost proposals and/or discuss fees or costs submittals by offerors, falling outside of the prescribed procurement guidelines, may be considered grounds for disqualification.

Interviews:

If it is determined that the Provo City School District will proceed with offeror interviews, a short list of interviewees is expected to be developed on March 1st, 2022 at 2:00 PM. Successful firms are expected to be interviewed by April 1st, 2022. **(Dates are approximate)** It is the intent of the selection committee to interview at least three (3) firms evaluated as being professionally and technically qualified, unless fewer than three (3) firms respond to this SOIQ. The purpose of the interview would be to allow the firm to present its qualifications, experience, education, training, past performance, etc., in regards to the professional services to be provided to the Provo City School District. Interviews may also provide an opportunity for the selection committee to seek clarifications from the firm.

Based on the above evaluation criteria, submitters may be invited to make an oral presentation. Oral presentations would be evaluated based upon clarity of presentation and the ability to answer technical and application questions, as well as the ability to meet the needs of the Provo City School District. Instructions for the oral presentation will only be provided to those invited to present. Firms selected for an interview will be notified of the date, time, and place of the interview.

The Board of Education of Provo City School District will make the final determination, as to any offerors selected for services.

Reserved Rights:

The Provo City School District reserves the right to reject any or all submittals, or to waive any formality or technicality in any submittal, in the best interests of Provo City School District while still complying with Utah State procurement code, and all other federal, state, local laws, codes, rules and guidelines. While it is the intent of the Provo City School District to proceed with this appointment, this solicitation in no way obligates the Provo City School District to enter into a contractual agreement.