

# Request for Proposals

**No. 17-015**

**For an**

**Agent of Record – Employee Benefits**

**for**

**Effingham County Board of Commissioners  
Springfield, Georgia**

**MAY 2017**



**All Submissions returned to:  
Effingham County Board of Commissioners  
ATTN: Purchasing Office  
601 North Laurel Street  
Springfield, GA 31329**

**RFP No. 17-015 – Agent of Record – Employee Benefits**

DATE: May 1, 2017

**RE: RFP No. 17-015  
Agent of Record - Employee Benefits**

Dear Sir or Madam:

This is an invitation to submit a proposal to supply Effingham County, Georgia for professional services as specified herein. Sealed proposals will be received at the Office of the Purchasing Agent, **EFFINGHAM COUNTY ADMINISTRATIVE COMPLEX, 601 N. LAUREL STREET, SPRINGFIELD, GEORGIA**, up to **2.00pm (Eastern time) Thursday June 15, 2017.**

**Effingham County Board of Commissioners** reserves the right to reject any and all proposals and will not be bound to accept any proposal should Effingham County consider that the proposal would be contrary to the best interest of Effingham County. Effingham County Board of Commissioners reserves the right to reject any and all proposals that are non-responsive or not responsible. Additionally, Effingham County Board of Commissioners has the right to waive any technicalities or informalities. Effingham County may issue change orders altering the original scope of work to address changes or unforeseen conditions necessary for the project completion.

Instructions for the preparation and submission of a proposal are contained in the request for proposal package. If you do not submit a proposal, please return the no-bid sheet and state the reason.

***A MANDATORY PRE-PROPOSAL CONFERENCE*** has been scheduled for **10.00am (Eastern time) Monday May 22, 2017** and will be conducted in the CONFERENCE ROOM of the **EFFINGHAM COUNTY ADMINISTRATIVE COMPLEX, 601 N. LAUREL STREET, SPRINGFIELD, GEORGIA, 31329**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. An accompanied site visitation will follow

**Proposals will not be accepted from any firm that is not represented at the Mandatory Pre-Proposal Conference.**

Any questions that arise after the pre-proposal conference **must** be made in writing and must be received at the office of the Purchasing Agent no later than **10.00am (Eastern time) Tuesday May 30, 2017.** No response will be given to any questions received after **10.00am (Eastern time) Tuesday May 30, 2017.** . Questions may be faxed to 912-754-8413; emailed to [fcharleton@effinghamcounty.org](mailto:fcharleton@effinghamcounty.org) or mailed to the address below. If questions are mailed, please DO NOT put the bid number on the outside of the envelope.

The response to all questions will be in the form of an addendum and will be posted on the Effingham County website [www.effinghamcounty.org](http://www.effinghamcounty.org) before **5.00pm (Eastern time) Monday June 5, 2017.**

**The only official answer or position of Effingham County will be the one stated in writing.**

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**EFFINGHAM COUNTY, GEORGIA  
DOCUMENT CHECK LIST**

The following documents, when marked, are contained in and made a part of this Bid Package or are required to be submitted with the Bid. It is the responsibility of the Bidder to read, complete and sign, where indicated, and return these documents with his/her bid. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE BID.

**Company Name :** \_\_\_\_\_

<b>REQUIRED</b>	<b>COMPLETED</b>	<b>ITEM DESCRIPTION</b>
		INSTRUCTIONS TO BIDDERS
		REQUEST FOR QUOTE
<b>X</b>		PROPOSAL
		SURETY REQUIREMENTS (Certified check or other security of _% required with BID PROPOSAL – BID BOND FORM PROVIDED)
		PERFORMANCE BOND- UPON AWARD OF CONTRACT (FORM PROVIDED)
		PAYMENT BOND- UPON AWARD OF CONTRACT ( FORM PROVIDED)
<b>X</b>		CERTIFICATE OF INSURANCE
<b>X</b>		W-9
		LEGAL NOTICE
<b>X</b>		CONTRACTOR AFFIDAVIT & AGREEMENT (E-VERIFY)
		SUB-CONTRACTOR AFFIDAVIT & AGREEMENT (E-VERIFY)
<b>X</b>		PROFESSIONAL LICENCE CERTIFICATIONS
		LIST OF SUB-CONTRACTORS
<b>X</b>		ATTACHMENTS
<b>X</b>		COPY OF LLC CERTIFICATE OF ORGANIZATION AND OPERATING AGREEMENT OR COPY OF INC. CERTIFICATE OF INCORPORATION AND CORPORATE RESOLUTION DESIGNATING OFFICERS WITH AUTHORITY TO SUBMIT BID AND SIGN CONTRACT
<b>X</b>		RECEIPT OF ADDENDA IF ANY

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL**

**SECTION I  
INSTRUCTIONS TO VENDORS**

**1.1 PURPOSE:**

The purpose of this document is to provide general and specific information for use in submitting a proposal to supply Effingham County with services as described herein. All proposals are governed by the Code of Effingham County, and the laws of the State of Georgia. Any contract and/or agreement and any addendums to it that result from this RFP shall be governed by the laws of Georgia, with venue in Effingham County.

**1.2 HOW TO SUBMIT PROPOSALS:**

All proposals shall be:

- A. Submitted in sealed opaque package (envelope or box as necessary), plainly marked with the RFP number and title, date and time of submission, and company name.
- B. Mailed or delivered in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.

**Hand Delivery and Mailing Address:**

Effingham County Purchasing Agent,  
601 North Laurel Street,  
Springfield, Georgia, 31329.

- C. Please check the County’s website [www.effinghamcounty.org](http://www.effinghamcounty.org) prior to submission for any addendum to the RFP.

**PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.**

**1.3 HOW TO SUBMIT AN OBJECTION:**

Objections from Vendors to this request for proposal and/or these specifications should be brought to the attention of the County Purchasing Agent either verbally at the pre-proposal conference, or in writing at least two (2) days prior to pre-proposal conference. The objections contemplated may pertain to form and/or substance of the request for proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this request for proposal.

**1.4 ERRORS IN PROPOSALS:**

Vendors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Vendor’s own risk.

**1.5 STANDARDS FOR ACCEPTANCE OF VENDORS FOR CONTRACT AWARD:**

The County expressly reserves the right in its sole judgement, to accept or reject any or all proposals with or without cause and to waive any technicalities or irregularities in proposals received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the offer of a Vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or an offer from a Vendor whom investigation shows is not in a position to perform the contract. The County reserves the right to ask for additional information from all parties that have submitted proposal

**1.6 PROPOSAL:**

At times throughout this request for proposal the term “proposal” may be used interchangeably with the terms “proposal”, “bid” and “quote”.

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**1.7 VENDOR:**

Whenever the term "vendor" is used it shall encompass the "person," "business," "firm," or other party submitting a proposal to Effingham County in such capacity before a contract has been entered into between such party and the County. At times throughout this request for proposal the term "vendor" may be used interchangeably with the terms "contractor", "consultant", "proposer" and "bidder".

**1.8 COMPLIANCE WITH LAWS:**

The Vendor shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State or County statute, ordinances and rules during the performance of any contract between the Vendor and the County. Any such requirement specifically set forth in any contract document between the Vendor and the County shall be supplementary to this section and not in substitution thereof.

**1.9 COUNTY:**

Whenever the term "County" or "Owner" is used it is to refer to the Effingham County Board of Commissioners.

**1.10 DEBARRED FIRMS AND PENDING LITIGATION:**

Any potential Vendor/firm listed on the Federal or State of Georgia Parties Listing (barred from doing business) will not be considered for contract award. Vendors shall disclose any record of pending criminal violations (indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years.

Proposals will not be accepted from any company, firm, person, party or parent subsidiary, against which Effingham County has an outstanding claim, or financial dispute relating to prior contract performance. If the County, at any time, discovers such a dispute during any point of evaluation, the proposal will not be considered further. Any Vendor/firm previously defaulting or terminating a contract with the County will not be considered.

Vendor acknowledges that in performing contract work for the County, Vendor shall not utilize any firms that have been a party to any of the above actions. If Vendor has engaged any firm to work on this contract or project that is later debarred, Vendor shall sever its relationship with the firm with respect to County contract.

\*\* All Vendors are to read and complete the Vendors certification regarding debarment, suspension, ineligibility, and voluntary exclusion enclosed as Disclosure of Responsibility - Attachment C to be returned with response. Failure to do so may result in your proposal being rejected as non-responsive.

**1.11 IMMIGRATION:**

On 1 July 2009, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All employers, contractors and subcontractors entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov> to find the E-Verify information.

\*\* All Vendors are to read and complete the E-Verify affidavit enclosed as Attachment D to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

**1.12 PROTECTION OF RESIDENT WORKERS:**

Effingham County Board of Commissioners actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer

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must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

**1.13 RFP SCHEDULE:**

<b>Invitation to Bid</b>	<b>Date/ Time</b>
Owner issues public advertisement of ITB	May 1, 2017
<b>Mandatory</b> Pre-Bid Conference	10.00am (Eastern Time) Monday May 22, 2017
Deadline for submission of written questions: Fax : 912-754-8413 / Email : <a href="mailto:fcharleton@EffinghamCounty.org">fcharleton@EffinghamCounty.org</a> Hand deliver /regular mail : Effingham County Board of Commissioners, Purchasing Office, 601 N Laurel Street, Springfield, GA 31329	10.00am (Eastern Time) Tuesday May 30, 2017
Addendum issued to answer questions (if any) and posted online at <a href="http://www.effinghamcounty.org">www.effinghamcounty.org</a>	5.00pm (Eastern Time) Monday June 5, 2017
Deadline for submission of Bids	2.00pm (Eastern Time) Thursday June 15, 2017

**SECTION II  
GENERAL CONDITIONS**

**2.1 SPECIFICATIONS:**

Any obvious error or omission in the specifications shall not inure to the benefit of the Vendor but shall put the Vendor on notice to inquire of or identify the same to the County.

**2.2 GEORGIA OPEN RECORDS ACT:**

The responses will become part of the County's official files without any obligation on the County's part. Ownership of all data, materials, and documentation prepared for and submitted to Effingham County in response to a solicitation, regardless of type, shall belong exclusively to Effingham County and will be considered a record prepared, maintained or received in the course of operations of public office or agency and is subject to public inspection in accordance with the *Georgia Open Records Act. Official Code of Georgia Annotated, Section 50-18-070, et.Seq.* unless otherwise provided by law. The Georgia Open Records Act is applicable to the records of all contractors and subcontractors under contract with the County. This applies to those specific contracts currently in effect and those which have been completed or closed up to three (3) years following completion.

**2.3 GEORGIA TRADE SECRET ACT OF 1990:**

In the event that a Vendor submits secret information to the County, the information must be clearly labeled as a "Trade Secret". The County will maintain the confidentiality of such trade secrets to the extent provided by law.

**2.4 OFFERS TO BE FIRM:**

The Vendor **warrants** that terms and conditions quoted in his offer will be firm for acceptance for a period of ninety (90) days from the date of proposal submittal. Fees quoted must also be firm for a ninety (90) day period.

**2.5 COMPLETENESS:**

All information required by the request for proposal must be completed and submitted to constitute a proper proposal. The County shall have sole discretion in evaluating proposal and responses of Vendors.

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Vendor acknowledges that in performing a contract for the Board, Vendor shall not utilize any firms that have been a party to any of the actions listed in paragraph 1.10. If Vendor has engaged any firm to work on this contract or project that is later debarred, Vendor shall sever its relationship with that firm with respect to the Board's contract.

### 2.6 **MULTIPLE PROPOSALS:**

No Vendor will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-proposal Conference if one is scheduled, or submitted in writing at least five (5) days preceding the date for submission of proposals.

### 2.7 **PATENT IDEMNITY:**

Except as otherwise provided, the successful Vendor agrees to indemnify Effingham County and its officers, agents and employees against liability.

### 2.8 **QUALIFICATION OF BUSINESS (RESPONSIBLE VENDOR):**

A responsible Vendor is defined as one who meets all requirements of the RFP. Effingham County has the right to require any or all Vendors to submit documentation of their ability to perform, provide or carry out the service as requested herein and to disqualify the proposal of any Vendor as being unresponsive or un-responsible whenever such Vendor cannot.

### 2.9 **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

By submission of this proposal, the Vendor certifies, and in the case of a joint proposal each party thereto as to its own organization, that in connection with this procurement:

- A. The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Vendor or with any competitor;
- B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Vendor and will not knowingly be disclosed by the Vendor prior to opening, directly or indirectly to any other competitor; and;
- C. No attempt has been made or will be made by the Vendor to induce any other person or firm to submit or not to submit a proposal for the purpose or restricting competition.

### 2.10 **AWARD OF CONTRACT:**

The contract, if awarded, will be awarded to the responsible Vendor whose proposal will be most advantageous to Effingham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interests of Effingham County. **Appeal of an award can only be made after the Board of Commissioners award a contract.**

### 2.11 **TERM OF THE CONTRACT:**

Contract(s) will be for two (2) years provided performance standards are met. The County will hold the option to continue services under the terms and conditions stated in the contract for one (1) additional one (1) year extension should it be in the best interest of the County and its employees to retain said services.

- A. Unless otherwise directed by the Effingham County Board of Commissioners.
- B. Unless budgeted funds are not appropriated.

### 2.12 **INSURANCE PROVISIONS:**

The selected Vendor shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Vendor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Vendor's fee proposal. **Contract work will not proceed unless Effingham County has in their possession, a current Certificate of Insurance. Effingham County invokes the defense of sovereign immunity. The County is not to be**

**included as an additional insured on insurance contracts.**

- A.** General Information that shall appear on a Certificate of Insurance:
  - a. Name of Producer (contractor's insurance Broker/Agent).
  - b. Companies affording coverage (there may be several).
  - c. Name and address of the Insured (this should be the Company or Parent of the firm Effingham County is contracting with).
  - d. A Summary of all current insurance for the insured (includes effective dates of coverage).
  - e. A brief description of the operations to be performed, the specific job to be performed, or contract number.
  - f. Certificate Holder (**This is to always include Effingham County**).

**2.13 LIMITS OF INSURANCE:**

Effective coverage shall have the following limits:

- A. Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a contractor or tenant. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- B. Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the contractor while performing within the scope of duties. Minimum limits: \$500,000 for each accident, disease policy limit, and disease each employee and Statutory Worker's Compensation limit.
- C. Business Automobile Liability:** Coverage insures against liability claims arising out of the contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury, property damage, and should be written on an "Any Auto" basis.

**2.14 SPECIAL REQUIREMENTS:**

- A. Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to or coincident with the date of any contract, and the Certificate of Insurance shall state the retroactive date and the coverage is claims-made.
- B. Extended Reporting Periods:** The contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- C. Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this invitation.
- D. Cancellation/Non-Renewal Notification:** Each insurance policy supplied in response to this invitation shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt, has been given to the County.
- E. Proof of Insurance:** Effingham County shall be furnished with certificates of insurance and original endorsements affecting coverage required by this invitation. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Vendor must ensure Certificates of Insurance are updated for the entire term of the Contract.
- F. Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5)year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- G. Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by Effingham County Board of Commissioners.
- H. Deductible and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Vendor shall procure a bond guaranteeing



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payment of related suits, losses, claims and related investigation, claim administration and defense expenses.

**2.15 ADDITIONAL COVERAGE FOR SPECIFIC PROCUREMENT PROJECTS:**

Professional Liability: Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

**A. Minimum Limits:** \$1,000,000 per claim/occurrence.

**B. Coverage Requirement:** If “claims made,” retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional must state if “tail” coverage has been purchased and the duration of the coverage.

**2.16 INDEMNIFICATION:**

The CONTRACTOR agrees to protect, defend, indemnify, and hold harmless Effingham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the CONTRACTOR or its subcontractors. The CONTRACTOR'S obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. CONTRACTOR further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Effingham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the CONTRACTOR or his subcontractors or anyone directly or indirectly employed by any of them. The CONTRACTOR'S obligation to indemnify Effingham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the CONTRACTOR.

**2.17 INTERPRETING SPECIFICATION:**

The specifications or scope of services contained herein are intended to be descriptive rather than restrictive. The County is soliciting a proposal to provide a complete product or service package which meets all requirements. Changes in the scope of services, specifications, or terms and conditions if the RFP will be made in writing by the County prior to the proposal opening or due date. Results of informal meetings between a potential Vendor and a County official or employee may not be used as a basis for deviations from the requirements contained in this solicitation.

**2.18 SIGNED RESPONSE CONSIDERED AN OFFER:**

The signed Response shall be considered an offer on the part of the Vendor, which offer shall be deemed accepted upon approval by the Effingham County Board of Commissioners, or their designee. In case of a default on the part of the Vendor after such acceptance, Effingham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.

**2.19 PAYMENT TO CONSULTANT:**

**A.** Questions regarding payment may be directed to the Effingham County Finance Department, at (912) 754-8057.

**B.** Effingham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Effingham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Effingham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in

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Atlanta (404) 656-4065 for additional information.

**2.20 VENDOR DEFAULT:**

In case of Vendor default, the County will provide a letter of official notice of non-performance. If the issue(s) are not remedied 30 days from receipt of said notice, the County reserves the right to procure services from other sources.

**2.21 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS OR REQUIREMENTS:**

It is the responsibility of the prospective Proposer to review the entire request for proposal (RFP) packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Purchasing Department not less than seventy-two (72) hours prior to the time set for proposal opening.

**2.22 MERGERS:**

If a selected firm is sold or merged with another investment organization, the County will consider the contract binding regardless of any name changes. If there is a conflict of interest, the County reserves the right to terminate said contract.

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The undersigned Vendor certifies that he/she has carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her proposal are in accordance with all documents contained in this request for proposal package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned Vendor, have read the instructions to Vendor and agree to be bound by the provisions of the same.

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

BY: \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_

\_\_\_\_\_  
PHONE NO.

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**SECTION III  
REQUEST FOR PROPOSAL**

**3.1 DESCRIPTION AND OBJECTIVES**

The Effingham County Board of Commissioners (“ECBOC”, owner) is seeking proposals from firms qualified to provide **Agent of Record - Employee Benefits for Effingham County, Georgia**. All respondents to the RFP are subject to instructions communicated in this document, and are cautioned to completely review the entire RFP and follow instructions carefully. Effingham County Board of Commissioners reserves the right to reject any or all statements of proposal or proposals, and to waive technicalities at the discretion of the Effingham County Board of Commissioners.

**3.2 ACCEPTANCE AND EVALUATION OF PROPOSALS:**

Effingham County will accept all qualified proposals and give them complete and impartial consideration. A selection committee will evaluate all proposals submitted that meet technical requirements and develop a “short list” that represent the best of all proposals.

Any proposal which does not meet all requirements may be disqualified as being non-responsive. Proposals that are deemed to be incomplete as to substance and content may be returned without further consideration.

**3.3 RESPONDENT QUALIFICATIONS:**

Effingham County requires qualified respondents to this RFP to be licensed in the State of Georgia and show that they are independent and not affiliated with any insurance company, third party administrative agency or provider network. Bidder must have no less than 15 years experience as an agent representative of governmental plans.

**3.4 FEE PROPOSAL:**

Submit a fee proposal to perform the work referenced in this RFP. Fee proposals will be ranked and points awarded in descending order.

**3.5 PROPOSAL DEADLINE:**

The response to the request for proposal must be received by the Effingham County Purchasing Office no later than **2.00pm (Eastern time) Thursday June 15, 2017**. Any proposal received after the time and date stipulated will be rejected and returned to the Vendor. The County may, for good and sufficient reason, extend the response deadline, in which case all potential Vendors will receive an addendum setting forth the new date.

**3.6 WITHDRAWAL OF PROPOSAL:**

Effingham County Board of Commissioners reserves the right to withdraw the RFP in whole or in part, at any time and for any reason. Submission of a proposal confers no rights upon the vendor nor obligates the Board of Commissioners in any manner. Effingham County Board of Commissioners reserves the right to award no agreement and to solicit additional offers at a later date.

Vendor proposal may be withdrawn by written REQUEST received by the County before the time fixed for receipt of proposals

**3.7 CONFIDENTIALITY OF DOCUMENTS:**

Upon receipt of a proposal by the County the proposal shall become the property of the County without compensation to the Vendor, for disposition or usage by the County at its discretion. Due to the fact that the proposals will be subject to an evaluation review for accurate qualifications, only the respondent names who submit proposals to this RFP and the total bid price will be read aloud publicly. The details and particulars of the proposal documents will remain confidential until final award of the contract.

**SECTION IV  
SPECIAL CONDITIONS**

**4.1 STATEMENT OF DISCLOSURE:**

All Vendors must provide a statement of disclosure which will allow the County to evaluate possible conflicts of interest.

**Interests of Public Officials.**

The vendor warrants for itself and any subcontractor that no elected or appointed official or employee of Effingham County, Georgia, has any interest in their bid or the proceeds of any contract/agreement which may result thereof. In the event that an elected or appointed official or employee acquires any interest in any contract/agreement which may result from this bid, or the proceeds thereof, the vendor agrees to disclose such interest to the BOARD immediately by written notice. For breach or violation of this clause, the BOARD may annul any contract/agreement resulting from this bid without liability, terminate any contract/agreement resulting from this bid for default, or take other remedial measures. “Interest” as used herein means direct or indirect pecuniary or material benefit accruing to a county commissioner, official or employee as a result of a matter which is or which is expected to become the subject of an official action by or with the county, except for such actions which, by their terms and by the substance of their provisions, confer the opportunity and right to realize the accrual of similar benefits to all other persons and/or property similarly situated. The term “interest” shall not include any remote interest. For purposes of this bid, a county commissioner, official or employee shall be deemed to have an interest in the affairs of: (1) his or her family; (2) any business entity in which the county commissioner, official or employee is a member, officer, director, employee, or prospective employee; and (3) any business entity as to which the stock, legal ownership, or beneficial ownership of a county commissioner, official or employee is in excess of five percent of the total stock or total legal and beneficial ownership, or which is controlled or owned directly or indirectly by the county commissioner, official or employee. *Remote interest* as used herein means the interest of (1) a volunteer director, officer, or employee of a nonprofit corporation; (2) a holder of less than 5 percent of the legal or beneficial ownership of the total shares of a business; (3) any person in a representative capacity, such as a receiver, trustee, or administrator. *Family* as used herein means the spouse, parents, children, and siblings, related by blood, marriage, or adoption, of a county official or employee.

**4.2 CONTRACT:**

The successful contractor will be expected to provide an executed contract for approval by the Board. Upon receipt of the fully executed contract, the contractor shall be bound to deliver the stated services according to the terms and conditions of the contract and any addendums thereto. The County shall also be bound on the said terms and conditions to procure the services described and remit payment to the contractor when said services are completed. The successful contractor shall not commence work under this Request for Proposal until a written contract is awarded. If the successful contractor does commence any work or deliver items prior to receiving official notification, he does so at his own risk. No guarantee is given to the amount of work a firm will receive.

**4.3 PERFORMANCE AND APPROVAL OF SUB-CONSULTANTS:**

The Vendor will perform the work as an independent contractor and not as an agent or employee of the County, and will secure written permission from Effingham County before sub-consulting any part of this service. Such permission should be requested by the consultant each time a fee is submitted to the County if the consultant will be using a sub-consultant to help perform the work.

**4.4 CHANGES:**

In the event a contract is awarded, the County may, with prior Board approval, make changes at any time during the contract period within the general scope of the contract and its technical provisions. If any such

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change causes any increase or decrease in the Vendor’s cost of performing any part of the contract, an equitable adjustment shall be made in the contract prices, or in the time of performance, or in both. A written memorandum of such adjustment shall be made prior to any changes in contract pricing schedules.

**4.5 TERMINATION OF CONTRACT:**

Effingham County shall have the right to terminate any contract to be made hereunder for its convenience by giving the Proposer written notice seven (7) days in advance of its election to do so and by specifying the effective date of such termination. The Proposer shall be paid for services rendered and not in question or dispute through the effective date of such termination. Further, provided a contract is awarded, if a Proposer shall fail to fulfill any of its obligations hereunder, the County may, by giving written notice to the Proposer at issue, terminate the agreement with said Proposer for such default. If this agreement is so terminated, the Proposer shall be paid only for work satisfactorily completed.

**4.6 ADEQUACY AND ACCURACY:**

The professional and technical adequacy and accuracy of designs, drawings, specifications, documents and other work products furnished under contract, will be conducted in a manner representative of the profession. If implementation of the Consultant’s designs results in the need for plan modification and/or construction contract change orders or additions resulting from an error or omission by the Consultant, the Consultant shall provide, at no cost to the County, all professional services necessary to address the error or omission. This is in addition to the County’s right to recover from the Consultant damages for the Consultant’s errors and omissions.

**4.7 CASH DISCOUNTS / LATE CHARGES:**

- Cash discounts.  
Any cash discounts offered to the County must be clearly shown in the space provided on the Bid Sheet.
- Prompt payment.  
All discounts offered will be taken if earned. The period of computation will commence on the date of delivery, or receipt of a correctly completed invoice indicating the discount.
- Late charges.  
Proposals containing provisions for late charges, whether designated as interest charges or otherwise, will not be considered for an award.

**SECTION V  
OVERVIEW OBJECTIVES AND SCOPE**

**5.1 PURPOSE**

The purpose of this Request for Proposal (RFP) is to seek qualified agents to assist Effingham County Board of Commissioners with strategically planning, designing and negotiating the best coverage and cost for their employee benefit programs. The County has approximately 350 full-time employees.

**5.2 SCOPE OF SERVICES**

Provision of agent of record services to Effingham County under any agreement ensuing from this proposal will entail the following, at a minimum:

1. Auditing resulting contracts for accuracy of coverage, terms and conditions.
2. Assisting with annual benefits renewals, including negotiation of changes in contracts.
3. Assisting the County in determining specifications for future insurance coverage.
4. Marketing the County’s desired insurance package through identification of appropriate markets, analysis of proposals, provisions of recommendations, and assistance in contract negotiation.

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5. Preparing, disseminating, and analyzing bid packages in accordance with County specifications, should formal bidding of insurance packages be deemed necessary.
6. Reviewing the employee benefit package for quality of benefits provided, cost effectiveness, competitiveness and plan administration on an annual basis.
7. Monitor ongoing contracts, including third part administrators, to insure contract compliance.
8. Analyzing claims history and insurance utilization at least quarterly.
9. Providing information on employee benefit issues, trends and proposed or new legislation.
10. Meeting with the County administrative staff as needed.
11. Assisting in the design of employee benefits communications and participating in Benefit Fairs and annual enrollment process.
12. Providing 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.
13. Evaluating various insurance products submitted by carriers, agents and brokers.
14. Perform other related consultation services as needed or requested.
15. Providing guidance to the County in assist in compliance of all Federal, State, and local requirements to include the Affordable Care Act.

Scope of services and specifications will be discussed further at the mandatory pre-proposal conference.

**SECTION VI  
PROPOSAL**

**6.1 MINIMUM CRITERIA USED TO DETERMINE RESPONSIBILITY OF EACH PROPOSER:**

The following criteria will be used, as a minimum, to determine the responsibility of each Proposer:

- A. Does the Proposer demonstrate an understanding of the County's needs and possess the ability, capacity and skill to provide the service?
- B. Can the Proposer take upon himself the responsibilities set forth in the RFP and produce the required outcomes in a timely manner?
- C. Has the Proposer performed satisfactorily under similar contracts; or if the Proposer has not performed a similar contract, has it, and/or its team members otherwise demonstrated its capability to perform the work that the County seeks to establish through this RFP?
- D. Has the Proposer declared bankruptcy within the past 10 years?

**6.2 PROPOSAL FORMAT AND CONTENT:**

Proposals must meet the requirements of this section to be considered. The response to this request must be complete; partial or incomplete responses will not be considered. Proposers are required to follow the outline below in their response. Proposal should be concise, clear and relevant. Lengthy narratives are discouraged. Proposals should not include extraneous or unnecessarily elaborate promotional material. Proposals must be on standard 8.5 X 11” paper either bound or in a notebook. The proposal will include a table of contents with corresponding tabs to identify each section. Please include only the information requested in your proposal.

Submit 6 bound copies.

Responses to the RFP must be responsive to the following and presented in this format and order :

- Introduction/Cover Letter
- Description of the Firm or Company
- Experience, Qualifications and Personnel
- Work Plan / Technical Approach
- Stability

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- References
- Fee (use enclosed bid sheet)

**6.2.1 *Introduction/Cover Letter:***

A letter executed by a principal of the firm committing to the requirements specified in this request. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, as a minimum, this letter should include the name, address, telephone number, FAX number and email address of the one contact to whom any correspondence should be directed.

**6.2.2 *Description of the firm or company:***

Furnish background information about your firm, including date of founding, legal form (i.e., sole proprietorship, partnership, LLC, corporation/state of incorporation), number and location of offices, principal lines of business, number of employees, days/hours of operation, governmental plan experience and other pertinent data.

Disclose any conditions (e.g., bankruptcy or other financial problems, pending litigation, planned office closures, impending merger) that may affect the Proposer's ability to perform contractually.

Disclose any existing or potential conflicts of interest between the scope of work required by the County and your firm's other business activities.

Certify that the firm is not debarred, suspended or otherwise declared ineligible to contract by any federal, state or local public agency.

If the firm has multiple offices, the proposal should primarily include information about the office that will perform the work. State if the firm has operated under a different name in the past ten (10) years.

Describe your firm's disclosure policy.

**6.2.3 *Experience, Qualifications and Personnel:***

Proposer must have a minimum of 15 years experience as an agent representative of governmental plans. List all Counties and other public agencies to which your firm has provided employee benefits insurance broker and consulting services.

To include evidence of the ability of the firm in providing services in programs comparable in complexity, size and function to clients such as government entities and similarly structured organizations. This includes the nature and relevance of similar work currently being performed or recently completed; record of schedules and deadlines of other clients; competitive advantages over other firms in the same industry;

Identify the staff who would be assigned to service the County's account, their projected levels of work, and their reporting relationships. Include a brief description of their qualifications, current job functions (including other accounts to which they are committed), and office location(s). Designate a principal of the firm who would be ultimately responsible for the relationship and an Account Manager who would provide day-to-day direction of the required work.

Estimate the number of hours to be devoted to the Effingham County Board of Commissioners account by each key personnel member.



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Describe your firm's most noteworthy qualifications for providing the required services to the County. Specifically highlight those qualifications that distinguish you from your competitors including:

- Description of service philosophy
- Conceptual program structure and pricing
- List of providers firm is associated with. Proposer must be the sole representative agency to provide all the following cafeteria options: Major medical, prescription drug, dental, vision, STD/LTD, Group/Term/Whole Life Insurances, AD&D, Flex Spending, and supplemental insurance.
- Detail of services that will be provided to Effingham County Board of Commissioners

### **6.2.4 Work Plan / Technical Approach:**

This section should establish the Proposer's understanding of the County's objectives and requirements, demonstrate the ability to meet those requirements and outline clearly and concisely the plan for accomplishing the specified work addressing the following:

- Current use of technology, especially capability for computerized legal/benefit design research and for sharing and editing documents electronically
- Action-plan and timetable for assuming responsibilities as well as future design/cost containment plan

Describe succinctly how your firm would accomplish the work and satisfy the County's objectives described in this RFP. If appropriate, divide the work into segments or tasks to represent milestones for measuring progress.

Attach as an appendix a sample Agent of Record proposal your firm prepared for a client of the size and complexity of the County. You may de-identify the client and otherwise exclude information deemed proprietary to the client.

### **6.2.5 Stability:**

To include the Firm's history, growth, resources, litigation history, financial information and other evidence of stability. This shall include:

- Firm's history and growth
- Financial Information
- Litigation History
- Overall resources of the Firm

Has your firm ever failed to complete, or been removed from any project it has been awarded?

### **6.2.6 References:**

Provide the name, address, telephone number, email address and contact information of three references for which you have provided services similar to those described in this request (it is the proposer's responsibility to ensure that the listed contact and phone number is correct). Note: Effingham County reserves the right to contact any known former clients about your performance.

### **6.2.7 Fee:**

Disclose all charges to be assessed to the County for the flat fee shown on the bid sheet.

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**6.3 ACCEPTANCE AND EVALUATION OF PROPOSALS:** A selection committee shall evaluate all proposals received. The award will be based on general criteria, as outlined in this RFP. Proposals will be evaluated in light of the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred. All technical requirements, unless otherwise specified, must be met by the vendor or such proposal will be disqualified as being non-responsive. Proposals that are deemed to be incomplete as to substance and content may be returned without further consideration.

**6.4 PROPOSAL EVALUATION CRITERIA**

All proposals will be evaluated from the written responses to the requirements set forth in this request. The evaluations will be based on the following criteria.

- |   |           |
|---|-----------|
| 1. Experience, Qualifications and Personnel | 20 Points |
| 2. Work Plan / Technical Approach           | 20 Points |
| 3. Stability                                | 10 Points |
| 4. References                               | 20 Points |
| 5. Fee                                      | 30 Points |

Evaluations will be made by a committee which could consist of staff, elected officials and possibly other representatives designated by the owner. The selection committee will receive and review the proposals received in response to this request. Proposals will be evaluated against the above set of weighted criteria to determine those firms most qualified for this project.

The County reserves the right to ask for additional information from all parties that have submitted proposals. Any proposals submitted shall remain valid for six months after the proposal due date or until the County executes a contract, whichever occurs first.

**6.5 COST TO PREPARE RESPONSES:**

The County assumes no responsibility or obligation to the proposers and will make no payment for any costs associated with the preparation or submission of the proposal.

**6.6 ANCILLIARIES AND COMMISSION:**

Bidder will not charge for ancillaries, and will not charge commission to any potential vendor(s) or to the Effingham County Board of Commissioners during the term of a contract resulting from this RFP.

**INTENTIONALLY LEFT BLANK**

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**BID SHEET**

**RFQ 17-015**

**AGENT OF RECORD – EMPLOYEE BENEFITS**

Bidder will complete the Work in accordance with the Contract Documents for the following price:

Flat Fee (COMPLETE) – Year One	\$
Discount offered – Year One	\$

Flat Fee (COMPLETE) – Year Two	\$
Discount offered – Year Two	\$

Flat Fee (COMPLETE) – Year Three (OPTIONAL – pending Board of Commissioners approval)	\$
Discount offered – Year Three (OPTIONAL – pending Board of Commissioners approval)	\$

**ANCILLIARIES AND COMMISSION:**

By signing this bid sheet, bidder confirms they will not charge for ancillaries and will not charge commission to any potential vendor(s) or to the Effingham County Board of Commissioners during the term of a contract resulting from this RFP.

BIDDING AGENCY: \_\_\_\_\_

BID IN EFFECT (DAYS): \_\_\_\_\_ days      DISCOUNTS/TERMS: \_\_\_\_\_

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

CITY/STATE/ZIP: \_\_\_\_\_

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

PHONE NUMBER: \_\_\_\_\_      FAX: \_\_\_\_\_

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE/TITLE

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**EXCEPTION SHEET**

If Commodity(s) and/or Service proposed in quote is in ANYWAY different from that contained in this proposal, the Bidder is responsible for clearly identifying all such differences in the space below. Otherwise, it will be assumed that the Bidder's offer is in total compliance with all aspects of the proposal.

Below are the only differences between my offer and the County's proposal:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RFP No. 17-015 – Agent of Record – Employee Benefits**

**ATTACHMENT A**

**DRUG FREE WORKPLACE CERTIFICATION**

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code to Georgia Annotated, related to the Drug Free Workplace have been complied with.

1. A drug-free workplace will be provided for the employees during the performance of the contract;

and;

2. Each Subcontractor under the direction of the contractor shall secure the following written certification:

\_\_\_\_\_ (Contractor) certifies to Effingham County that a drug-free workplace will be provided for the employees during the performance of this contract known as **RFP No. 17-015 – Agent of Record - Employee Benefits** pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

\_\_\_\_\_  
**CONTRACTOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**NOTARY**

\_\_\_\_\_  
**DATE**

**ATTACHMENT B**

**PROMISE OF NON-DISCRIMINATION STATEMENT**

Know all men by these presence, that I (We), \_\_\_\_\_, \_\_\_\_\_,  
Name Title Name of Vendor

(herein after "Company"), in consideration of the privilege to Bid/Propose on the following Effingham

County Procurement titled **RFP No. 17-015 – Agent of Record - Employee Benefits** hereby consent, covenant, and agree as follows:

- A. No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the Proposal submitted to Effingham County or the performance of the contract resulting there from;
- B. That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract with or otherwise interested in the Company, including those companies owned and controlled by racial minorities and women; and
- C. That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Effingham County.
- D. That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made part of and incorporated by reference in the contract which this Company may be awarded.
- E. That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE:

**ATTACHMENT C**

**DISCLOSURE OF RESPONSIBILITY STATEMENT (page 1)**

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.
3. List any convictions or civil judgments under states or federal antitrust statutes.
4. List any violations of contract provisions such as knowingly failing (without good cause) failing to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
5. List any prior suspensions or debarments by any governmental agency.
6. List any contracts not completed on time.
7. List any penalties imposed for time delays and/or quality of materials and workmanship.
8. List any documented violations of federal or any state labor laws, regulations, or standards, and any occupational safety and health rules.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

**DISCLOSURE OF RESPONSIBILITY STATEMENT (page 2)**

I, \_\_\_\_\_, as \_\_\_\_\_  
Name of individual Title & Authority

of \_\_\_\_\_, declare under oath that the above statements,  
Company Name

including any supplemental responses attached hereto, are true.

\_\_\_\_\_  
Signature

State of: \_\_\_\_\_

County of : \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ 2016

by \_\_\_\_\_ representing him/herself to be

\_\_\_\_\_ of the company named.

\_\_\_\_\_  
Notary Public

My Commission expires:  
\_\_\_\_\_

Resident State : \_\_\_\_\_



ATTACHMENT D

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Contactor verifies its compliance with O.C.GA § 13-10-91, stating affirmatively that the individual, firm, or corporation that is contracting with Effingham County 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 or any equivalent federal work authorization program 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, and shall agree to use this program for any newly hired employees throughout the duration of the contract.

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 with Effingham County, contractor will secure from such subcontractor 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. The contractor further agrees to provide notice to the County of the identity of each subcontractor hired under the contract within five (5) business days of entering into a contract for hire. Such notice shall include a copy of the Subcontractor Affidavit for each subsequent subcontractor attesting to the subcontractor’s name, address, user identification number, and date of authorization to use the federal work authorization program. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Effingham County within five (5) days of the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV/ Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: - \_\_\_\_\_, 20 \_\_\_

\* As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV/ Basic 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).

ATTACHMENT E

SUBCONTRACTOR AFFIDAVIT

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 that is engaged in the physical performance of services under a contract with (name of contractor) on behalf of Effingham County 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 or any equivalent federal work authorization program 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 and will agree to use this program for any newly hired employees throughout the duration of the contract. The subcontractor further agrees to provide a copy of the executed Subcontractor Affidavit to the contractor in order to be provided to the County within five (5) days entering into the contract for hire.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
Date of E-Verify Authorization

\_\_\_\_\_  
Address

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Subcontractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_ 20

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_, 20 \_\_\_\_

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/ Basic 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).

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**ATTACHMENT F**

**NO-BID STATEMENT**

In an effort to make the procurement of construction, goods and services for Effingham County as competitive as possible, we are soliciting information from contractors and or vendors who cannot Bid. Your "responsiveness" and "constructive" comments will be appreciated. Completion of this form will assist us in evaluating factors which relate to the competitiveness of our Proposals. Please check any of the boxes below which may apply.

- Specifications - Restrictive, too "tight", unclear, specialty item, geared toward one (1) brand or manufacturer only. (Explain below)
- Manufacturing - Unique item, production time for model or item has expired, etc.
- Proposal Time - Insufficient time to properly respond to Proposal or bid.
- Delivery Time - Specified delivery time cannot be met.
- Payment - Delay in payment terms. Please be specific.
- Bonding - We are unable to meet bonding requirements.
- Insurance -We are unable to meet insurance requirements.
- Removal - From Vendors list for this particular commodity or service.
- Keep - Our Company on your Vendors list for future reference.
- Project is - Too Large \_\_\_\_\_ Too Small \_\_\_\_\_
- Site Location Too Distant.
- Miscellaneous - Do not wish to Bid, do not handle this type of item (s), unable to compete, contract clause (s) not acceptable, etc. Please be specific.

**CONSTRUCTION PROJECTS:** Please provide reason for obtaining a Proposal package. Check one below.

Interest in this project as a:

Prime Contractor \_\_\_\_\_

Sub-Contractor \_\_\_\_\_

Supplier \_\_\_\_\_

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Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Firm Name: \_\_\_\_\_



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**ATTACHMENT H**

**Legal Notice  
Request for Proposal**

**RFP No. 17-015  
Agent of Record - Employee Benefits**

Effingham County, Georgia is seeking proposals from qualified firms interested in providing Agent of Record - Employee Benefits.

Sealed proposals are due by **2.00pm (Eastern time) Thursday June 15, 2017** and must be mailed or hand delivered to the Effingham County Purchasing Office, 601 N. Laurel Street, Springfield, GA 31329.

A copy of this Request for Proposal is available at the address listed above or online at [www.effinghamcounty.org](http://www.effinghamcounty.org) - Purchasing tab. For additional information please contact, Fiona Charleton at (912) 754-2159 or via email: [fcharleton@effinghamcounty.org](mailto:fcharleton@effinghamcounty.org)

EFFINGHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND ALL PROPOSALS AND TO WAIVE ALL FORMALITIES. "EFFINGHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL VENDORS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS".