

**EMPLOYEE BENEFITS INSURANCE PREMIUM QUOTATION**  
**REQUEST FOR PROPOSALS (RFP)**

**A. INVITATION**

The Sanford Airport Authority (SAA) issues this Request for Proposals (RFP) for an experienced firm to provide Employee Benefits Insurance Services and competitive quotes. This initiative will partner SAA with insurance professionals to procure and assist in the management of employee-related insurance benefits including but not limited to, the following:

- Employee and dependent healthcare plans
- Dental and vision plans
- Group Term and Voluntary Life/AD&D plans
- Short and long term disability plans
- COBRA and health re-imbursement accounts
- Employee wellness initiatives

The Sanford Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concessions disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**B. BACKGROUND**

The Orlando Sanford International Airport (SFB) is a commercial service airport, serving about 3 million passengers annually. The Airport is owned by the City of Sanford and the Sanford Airport Authority (SAA). The Authority was created under the laws for the State of Florida in 1971 as a special district of the State of Florida. The enabling legislation is detailed under Chapter 71-294, Laws of Florida, Acts of 1971.

The Sanford Airport Authority is responsible for the operation, maintenance and development of the Orlando Sanford International Airport and the airport's facilities.

Orlando Sanford International Airport benefits from a unique blend of local government and private investing resulting in a very customer focused airport. The airport terminal is managed through a public/private partnership (referred to as a "P3") between the Sanford Airport Authority and Orlando Sanford International, Inc.

Orlando Sanford International, Inc. has been contracted by the Sanford Airport Authority to manage the entire terminal complex, develop air service, and provide ground handling and cargo services for the airlines.

The SAA currently employs 91 full time employees and 5 part time employees. All full-time employees and part-time employees that meet ACA criteria (including their dependents) are entitled to employee-sponsored health care coverage, effective on the first on the month after one full continuous month of employment. These include medical, dental and life insurance. SAA currently offers employees an opt-out incentive; currently slightly over 13% of employees take advantage of this feature. One plan is offered to all employees. Medical insurance dental insurance and supplemental hospital Indemnity are provided to for the employee at no cost; additionally a variable subsidy is currently provided for dependent coverage.

Retirees of SAA may also participate in the plans being offered to employees. Any employee who retires from the Authority but has not yet reached the Medicare retire age may purchase the same plan offered to employees at the same cost incurred by SAA. Payment for these former employees is collected by SAA. Currently only four retired employees participate in this offering.

**C. CONTRACT TERMS**

The initial period of performance for contracts awarded under this solicitation will be from 1 October, 2018 through September 30, 2019, provided performance remains acceptable during that period. SAA shall have the option, in its sole and absolute discretion, to renew the contract for four (4) additional terms of one year each. The offer of a renewal period is not guaranteed, and the award of the initial contract does not imply an exercise of the renewal option. Acceptable proposals shall, at a minimum, meet the specifications contained in this solicitation. The agreement form and terms and conditions will be negotiated with the selected agency (but will be generally consistent with this solicitation).

Initial Agreement and Option Periods			
	Fiscal Year	Contract Period	
		From:	To:
Initial	FY 2018-19	1 October 2018	30 September 2019
Option 1	FY 2019-20	1 October 2019	30 September 2020
Option 2	FY 2020-21	1 October 2020	30 September 2021
Option 3	FY 2021-22	1 October 2021	30 September 2022
Option 4	FY 2022-23	1 October 2022	30 September 2023

It is the intent of SAA to contract for each of the service areas identified in this solicitation. In accordance with sections 607.1501, 608.602 and 620.169, Florida Statutes, foreign corporations, foreign limited liability companies, and foreign limited partnership must be authorized to do business in the State of Florida on or before the effective date of the contract and must maintain such to be considered for renewal.

The specific method of payment for services rendered shall be as set forth in the negotiated contract and will be contingent upon demonstration that the performance objectives and

deliverables have been successfully met to SAA's satisfaction. Invoicing and backup documentation will be detailed in the agreement: payment shall be contingent upon compliance to the agree-upon processes/ requirements.

For any contract entered into as a result of this solicitation, the brokerage company shall supply all personnel, labor, materials, equipment and supplies necessary to meet the objectives and deliverables of the contract.

Third party administrators (TPA's) may be engaged to provide services awarded under this solicitation; estimates of related costs for such should be included in the response. The services described in the scope of work or in a subsequent contract may not be contracted or outsourced to another brokerage or insurance firm without the written authorization of SAA.

**D. EXPECTATIONS:**

Broker is to provide general insurance brokerage services for the procurement /administration of healthcare plans and other employee benefits. Broker will serve as agent of record upon award decision in order to have access to all plan data, reporting, market data, and any other information or permissions necessary to competently procure quotes and advise SAA regarding plans for the upcoming fiscal year (effective date of renewal or new plans is 1 Oct 2018 for the initial agreement period).

Several initiatives are paramount to this solicitation. SAA intends to establish employee on-boarding (new employees) and on-line enrollment (for all employees including retirees, current and future) Broker will facilitate the establishment of these initiatives by working with management and payroll provider. Broker will serve as SAA's 125 Plan administrator.

**E. MANNER OF PAYMENT:**

As customary, payment for percentage-based commissions, per member per month fees, and volume contract commissions will be included in the cost of the insurance premium or through other broker-carrier arrangement. Annual flat fees must be invoiced and will be paid on a quarterly basis.

**F. MINORITY/WOMEN BUSINESS ENTERPRISES & VETERANS-OWNED COMPANIES:**

Vendors that qualify as minority-owned or women-owned enterprises under federal, state or local government or public authority certification process (M/WBE) are encouraged to submit proposals and to identify themselves as M/WBE respondents, Any vendor or firm wishing to be considered as an M/WBE respondent must provide evidence of certified M/WBE status (such as a copy of the certification letter, etc.)

Respondents are asked to indicate if the company is veteran-owned and provide the name of the owner, his or her branch of service, time period served, and rank at the time of retirement or discharge.

**G. APPLICABILITY OF SUNSHINE LAWS:**

Pursuant to Section 445.007, Florida Statutes, the SAA is subject to Florida Sunshine Laws (chapter 119 and 286 and s. 24, Art. 1 of Florida State Constitution). The respondents acknowledge that SAA is subject to Florida's Public Records and Sunshine Laws. Accordingly, materials produced by the respondents under this solicitation, as well as certain meetings and other communications, will be subject to such laws.

**H. INSTRUCTIONS FOR RESPONSE SUBMISSION:**

This is an informal price solicitation and not an offer to contract. Firms desiring to provide brokerage services as described in this solicitation must submit responses in the following manner:

- Submit electronically, on or before **2:00 PM Eastern Daylight Saving Time 25 May, 2018**, by e-mailing response packet to address as follows: [finance@osaa.net](mailto:finance@osaa.net) .
- Please type "**QUOTE – Healthcare and Employee Benefits Broker Services Solicitation**" in the subject line.

**I. SOLICITATIONS QUESTIONS:**

All questions/inquiries regarding this solicitation are to be submitted electronically to: [dpoore@osaa.net](mailto:dpoore@osaa.net) . Please type "**INQUIRY – Healthcare and Employee Benefits Broker Services Solicitation**" in the subject line.

**J. PRICE QUOTE SUGGESTED FORMAT:**

All respondents are required to complete, sign and submit the Cover Page template (attachment A) and the Vendor General Provisions, Certifications and Assurances (Attachment B). To expedite the review process, it is preferred that responses be in the format delineated below, However, submissions that clearly address the requirements of this solicitation as described in the suggested format will be accepted.

- 1. Cover Page**
- 2. Vendor General Provisions, Certifications and Assurance**
- 3. Narrative**

Briefly describe the company history, size and structure.

Articulate the company's values and how they align with those established by the Sanford Airport Authority.

**4. Staff**

List proposed staff who would be assigned to this relationship. Identify the team members and describe the role performed by each person. Please include any information regarding staff's credentials, awards, experience, and/or expertise, etc. that may assist SAA in the decision-making process.

**5. Scope of Work**

Briefly describe the company’s ability to perform the services defined below. It is not necessary to address each objective individually, but to give an overview of the company’s proposed strategy and approach to healthcare/employee benefits broker services and the many components associated with them. Describe any services unique to the company that may add value to the broker-client relationship.

**6. Cost Proposal**

Discuss fees, systems costs, commissions structures and other mitigating factors and how the company can and will represent SAA in containing such escalating factors. Additionally, discuss how the company will partner with SAA to further mitigate the financial impact employee benefits.

**7. References**

Please provide three (3) references of current and past clients/customers that can attest to the firm’s ability to be an innovative and responsive partner in the procurement and management of healthcare and other employee benefits. Briefly describe the services or solutions provided tenure of service and contact person.

**8. Minority/Women Business Enterprises and Veteran-Owned Business**

- Provide documentation of M/WBE certification
- Indicate if the company is veteran-owned and provide the name of owner, his or her branch of service, time period served, and the rank at time of retirement or discharge.
- Tentative Schedule

**9. The Authority will attempt to adhere to the following preliminary schedule:**

May 4, 2018	Issue Request for Proposal (RFP)
May 11, 2018	Deadline to Submit Questions
May 25, 2018	RFP due Prior to 2:00 PM
May 29, 2018	Selection of Best Proposal by Selection Committee
June 5, 2018	Board of Director’s Meeting – Approval of Selection Committee Choice.
June 8, 2018	Initial Meeting with Broker of Choice

**K. The current employee benefits policies expire on September 30, 2018.**

**Insurance quotes for the employee benefits policies will be due no later than 2:00 PM Eastern Daylight Saving Time May 25, 2018.** Any proposal received after this date and time, may at the sole discretion of SAA, be returned or set aside without consideration.

Responses one (1) original, three copies and one (1) digital copy to the Sanford Airport Authority, preferably in PDF format on or before 2:00 PM Eastern Daylight Saving Time on May 25, 2018 to the following address:

**Sanford Airport Authority**

Mr. Don Poore  
Chief Financial Officer  
Sanford Airport Authority  
1200 Red Cleveland Blvd  
Sanford, Florida 32773

407-585-4018  
dpoore@osaa.net

**ATTACHMENT a – Cover Letter**

<b>Name of Respondent:</b>
<b>Business Address:</b>
<b>Phone:</b>
<b>Fax:</b>
<b>Years in Business:</b>
<b>DUNS Number:</b> _____ <b>FEIN Number:</b> _____
<b>Name, title and contact information of person authorized to answer any questions about the proposal, negotiate the contract terms and contractually bind the respondent:</b>  <b>Name and Title:</b> _____ <b>Phone:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____
<b>I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined, that this firm, acknowledges and accepts the terms and conditions of this solicitation by tendering an offer to the Sanford Airport Authority; that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide services. This offer shall remain valid for a minimum of 90 days. I do also certify that the fees on the proposal have been arrived at independently, without consultation, communication, or agreement with any other bidder or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and no attempt has been made or will be made by the bidder to induce any other person or organization to submit or not submit a proposal for the purpose of limiting or restricting competition. I further certify that this organization can and will provide and make available, at a minimum, all services described in the proposal.</b>

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

**ATTACHEMENT B – Vendor General Provisions, Certifications and Assurances**

Sanford Airport Authority (SAA) will not award a contract where VENDOR has failed to accept the GENERAL PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this section. In performing its responsibilities under this Cost Reimbursement Agreement, VENDOR hereby certifies and assures that it will fully comply with the following:

By signing the Agreement, VENDOR is providing the assurances and certifications as detailed below:

**1. COMPLIANCE WITH POLICIES AND LAWS**

The warranty of this Section specifically includes compliance by Contractor and its subcontractors with the provisions of the applicable federal regulations and policies promulgated thereunder and other applicable State, Federal, criminal and civil law with respect to the alteration or falsification of records created in connection with this Agreement. Office of Management and Budget (OMB) Circulars: Contractor agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 2000 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**2. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS**

Contractor certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement in accordance with 29 CFR Parts 45, 74 95 and 98. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

**3. NON-DISCRIMINATION, EQUAL OPPROTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS**

As a condition of funding from Sanford Airport Authority, Contractor assures that it will comply fully with the following:

- 1) Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.

- 2) Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
- 3) The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., prohibits discrimination on the basis of age.
- 4) Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9848, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- 5) The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- 6) Equal Employment Opportunity (EEO): The Contractor agrees that it shall comply with Executive Order (EO) No. 11246, Equal Opportunity, as amended by EO No. 11375, requires the Contractor/subcontractor to take affirmative action to ensure that applicants are employees, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. It also requires the Contractor/subcontractor to take affirmative action to ensure that applicants are employers, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Par 80 if applicable.

#### **4. CONFIDENTIALITY**

It is understood that the Contractor shall maintain the confidentiality of any information, regarding SAA customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Contractor shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by SAA for purposes related to the performance or evaluation of the Agreement may be divulged to SAA or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of SAA. No release of information by Contractor, if such release is required by Federal or State law, shall be construed as a breach of this Section.

## **5. RIGHTS TO DATA/COPYRIGHTS AND PATENTS**

The Board, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement for the performance of experimental, developmental, or research work shall provide for the rights of the federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401 "Rights to inventions Made by Nonprofit Organizations and small Business firms Under Government Grants. Contracts and cooperative agreements" and any implementing regulations issued by the awarding agency.

## **6. PUBLIC RECORDS**

a) To the extent Service Provider is acting on behalf of SAA as provided under Subsection 119.011(2) of the Florida Statutes, Service Provider shall:

- i. Keep and maintain public records required by SAA to perform the services under this Agreement.
- ii. Upon request from SAA custodian of public records, provide SAA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or otherwise provided by law.
- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Service Provider does not transfer the records to SAA.
- iv. Upon completion of the Agreement, transfer, at no cost, to SAA all public records in possession of Service Provider or keep and maintain public records required by SAA to perform the service. If the Service Provider transfers all public records to SAA upon completion of the Agreement, the Service Provider shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Service Provider keeps and maintains public records upon completion of the Agreement, the Service Provider shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SAA, upon request from SAA's custodian of public records, in a format that is compatible with the information technology systems of SAA.

b) If the Service Provider fails to provide the public records to SAA within a reasonable time the service Provider may be subject to penalties under section

119.10 of the Florida Statutes. Further, SAA may exercise any remedies at law or in equity, including, without limitation, the right to (i) impose sanctions and assess financial consequences, (ii) withhold and/or reduce payment, and (iii) terminate this Agreement in accordance with the terms hereof.

**c) IF THE SERVICE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SERVICE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT SAA'S CUSTODIAN OF PUBLIC RECORDS (MS. KRISTINA GOVE, SAA ARCHIVIST) AT:**

**(407) 585-4046 or**

**[kgove@osaa.net](mailto:kgove@osaa.net) or**

**1200 RED CLEVELAND BLVD, SANFORD, FL 32773**

## **7. TERMINATION FOR DEFAULT/CONVENIENCE**

This modified agreement may be terminated as follows:

1. Either party may request termination of modified agreement upon 60 days prior written notice to the other party.
2. The Board may unilaterally terminate this modified agreement at any time that it is determined that:
  - a. Vendor fails to provide any of the services it has contracted to provide; or
  - b. Vendor fails to comply with the provisions of this modified agreement; or
  - c. Such termination is in the best interest of the Board.
4. Written notification of termination must be by registered mail, return receipt requested.

If Contractor disagrees with the reasons for termination for cause, Vendor shall be liable to the Board for damages sustained for any breach of this modified agreement by the Vendor, including court costs and attorney fees, when cause is attributable to the Vendor, in accordance with the Agreement terms.

In the event this modified agreement is terminated for cause, Vendor shall be liable to the Board for damages sustained for any breach of this modified agreement by the Vendor, including court costs and attorney fees, when cause is attributable to the Vendor, in accordance with the agreement terms.

In instances where Vendors/sub grantees violate or breach modified agreement terms, the Board will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

---

Name and Title of Authorized Representative

---

Signature of authorized Representative

---

Organization/Business Name

---

Date