

Pre-Proposal Conference

Long-Term and Short-Term Disability Insurance



PURPOSE

The Corpus Christi Regional Transportation Authority (CCRTA) is seeking proposals from firms qualified and experienced in providing Long-Term and Short-Term Disability Insurance similar to the CCRTA's existing plan for its employees. Long-Term Disability Insurance is paid by the CCRTA; however, Short-Term Disability Insurance is voluntary and is paid by the employees.

This will be a firm-price two (2) year service contract with two (2) one-year options.

The information contained in the RFP is confidential and is to be used only in connection with preparing proposals.

The current carrier for Employer paid Long-Term Disability and Voluntary Short-Term Disability is United Healthcare and both policies are currently thru December 31, 2021.

Dates to Remember

The purpose of this meeting is to provide an overview of the requirements of the project and to answer any questions proposers may have concerning this procurement.

- Any questions or clarification needed after the pre-proposal meeting must be through a RFI submission to procurement@ccrta.org.

Request for Information (Appendix I) Tuesday, October 5, 2021, at 3:00 p.m. (CST)

- Please submit one form for each Request for Information/Approved Equals.

CCRTA's Response to Request for Information Due Tuesday, October 12, 2021

- Responses will be posted as an addendum to the CCRTA's website at www.ccrta.org/news-opportunities/business-with-us/.

Proposals Due Wednesday, October 27, 2021 until 3:00 p.m. (CST)

- Written proposals will be received at the offices of the Corpus Christi Regional Transportation Authority, hereinafter called the "CCRTA," at the Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401, until 3:00 p.m. (CST) or emailed to procurement@ccrta.org prior to deadline.
 - Proposals will be valid for one hundred eighty (180) calendar days from the board approval date.
 - It is the responsibility of the Proposer to ensure that the sealed proposal is delivered prior to the deadline.
 - Proposals received after the deadline will not be accepted and will be returned to the Proposer unopened.
- **Best and Final Offers (BAFO) – TBD** - The CCRTA will evaluate each proposal for completeness and responsiveness to its needs and may request Best and Final Offers from any or all proposing firms.

Tentative Contract Award – December 1, 2021

- CCRTA Board of Directors will meet to award a contract to the successful Proposing firm.

APPLICABLE DOCUMENTS

For the purposes of this procurement, the following proposal documents are applicable:

- Request for Proposals,
 - Instructions to Proposers,
 - Special Instructions,
 - Scope of Work,
 - Standard Service Terms and Conditions,
 - Price Schedule (Appendix A),
 - Proposal Questionnaire Elements (Appendix B),
 - Certification Form (Appendix C),
 - Certification and Statement of Qualifications (Appendix D),
 - Disclosure of Interests Certification (Appendix E),
 - Sample Form 1295 (Appendix F),
 - Accessibility Policy (Appendix G),
 - References (Appendix H),
 - Request for Information Form (Appendix I), and
 - Proposal Submission Checklist (Appendix J).
-
- Exhibit A Current Employee Demographic Information
 - Exhibit B Current Employee Long-Term Disability Employee Demographic Information
 - Exhibit C Current Employee Short-Term Disability Employee Demographic Information
-
- Attachment A Current Plan Information for Long-Term Disability
 - Attachment B Current Plan Information for Short-Term Disability

REQUIRED DOCUMENTS

The following documents must be signed and returned with your proposal in order for it to be considered responsive:

If mailing your proposal submission, please submit as follows:

- Response to RFP **one (1) original, five (5) hard copies, and one (1) electronic version in PDF format supplied on a USB Flash Drive,**
- Price Schedule (Appendix A), **(one (1) original in a separately sealed envelope),**
- Broker Errors and Omissions Coverage,
- Proposal Questionnaire Elements (Appendix B),
- Certification Form (Appendix C),
- Certification and Statement of Qualifications (Appendix D),
- Disclosure of Interests Certification (Appendix E),
- Accessibility Policy (Appendix G),
- References (Appendix H).

For electronic proposal submissions to procurement@ccrta.org, please submit as follows:

- Response to RFP,
- Broker Errors and Omissions Coverage,
- Proposal Questionnaire Elements (Appendix B), and
- Certification Forms (Appendix C, D, E, G, and H) **(in one electronic file).**
- Price Schedule (Appendix A), **(in a separate file).**

Both electronic files should be clearly titled and submitted together in the same email.

REQUIRED DOCUMENTS

The following documents must be submitted prior to award if not submitted with Proposer's proposal:

- Copy of Insurance

The following document is required to be submitted ONLY upon notification of recommendation of award:

- Form 1295 "Certificate of Interested Parties" (Appendix E)

Failure to provide this information may deem your firm to be non-responsive.

INSTRUCTIONS TO PROPOSERS

1. GENERAL.

The following instructions by the CCRTA are intended to **afford proposers an equal opportunity to participate in the CCRTA's contracts.**

2. EXPLANATIONS.

Any explanation desired by a proposer regarding the meaning or interpretation of these Instructions or any other proposal documents **must be requested in writing** to the CCRTA with sufficient time allowed for a reply to reach proposers before the submission of their proposals. **Oral explanations or instructions will not be binding.** Any information given to a prospective proposer concerning a Request for Proposals will be furnished to all prospective proposers.

3. SPECIFICATIONS.

3.1 **Proposers are expected to examine the specifications,** standard provisions, and all instructions. Failure to do so will be at the proposer's risk. Proposals that are submitted on other than authorized forms or with different terms or provisions may not be considered as responsive proposals.

3.2 **The apparent silence of the specifications as to any detail,** or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications shall be made on the basis of this statement.

4. INFORMATION REQUIRED.

4.5. **Information submitted in response to this RFP will not be released by the CCRTA during the proposal evaluation process or prior to contract award. Proposers are advised that the CCRTA may be required to release proposal information, other than trade secrets, after contract award.**

INSTRUCTIONS TO PROPOSERS

5. SUBMISSION OF PROPOSALS.

Sealed Proposals should be submitted in an envelope marked on the outside with the proposer's name and address and proposal description addressed to:

Corpus Christi Regional Transportation Authority

Staples Street Center

ATTN: Procurement Department

602 N. Staples Street

Corpus Christi, Texas 78401

Proposal For: RFP No. 2021-I-15 Long-Term and Short-Term Disability Insurance

Proposal Due Date: Wednesday, October 27, 2021 by 3:00 p.m. (CST)

If submitting by mail, the Price Schedule (Appendix A) should be submitted in a separately, sealed envelope along with the proposal.

If submitting electronically, the Price Schedule (Appendix A) must be submitted in a separate electronic file from the proposal. Both files should be clearly titled and submitted in the same email.

If hand delivery is preferred, please deliver to the CCRTA receptionist located on the third floor at the above location to be time and date stamped.

INSTRUCTIONS TO PROPOSERS

6. MODIFICATION OR WITHDRAWAL OF PROPOSALS.

Proposals may be modified or withdrawn by written or email notice received by the CCRTA prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by a proposer or an authorized representative prior to the proposal deadline; provided the proposer's identity is made known and he or she signs a receipt for the proposal.

7. OPENING PROPOSALS.

All proposals shall be opened by the CCRTA as soon after the proposal deadline as is reasonably practicable. Information submitted in response to the Request for Proposals shall not be released by the CCRTA during the proposal evaluation process or prior to Contract award. Proposers are advised that the CCRTA may be required to release proposal information, other than trade secrets, after Contract award.

Proposers are welcome to attend the Proposal Closing on the second floor of the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, TX 78401. To attend the Proposal Closing via GoToMeeting, please submit a login request to procurement@ccrta.org by 12:00 p.m. (CST) Wednesday, October 27, 2021. Only the names of the Proposing Firms that submitted proposals will be announced. Price Schedules will not be opened.

8. EVALUATION FACTORS.

8.1. The CCRTA will award a contract based upon the criteria set forth in the Request for Proposals.

8.2. Proposals will be considered only from firms that are regularly engaged and licensed in the business of providing the goods and/or services described in the Request for Proposals for a reasonable period of time; and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a Contract under the terms and conditions herein stated. In making the award, the CCRTA may consider any evidence available to it of the financial, technical, and other qualifications and abilities of a proposer, including past performance (experience) with the CCRTA and other similar customers. A record of nonperformance or poor performance may disqualify a proposer from award.

INSTRUCTIONS TO PROPOSERS

10. RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

10.1. Reject or cancel any or all proposals;

10.2. Waive any defect, irregularity or informality in any proposal or proposal procedure;

10.3. Waive as an informality, minor deviations from specifications at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is improved or not impaired;

10.4. Extend the proposal due date;

10.5. Reissue a Request for Proposals;

10.6. Procure any item or services by other means;

10.7. The CCRTA reserves the right to retain all proposals submitted. The selection or rejection of a proposal does not affect this right; and

10.8. The CCRTA reserves the right to negotiate a Contract with the proposer having the best evaluation as determined by the CCRTA. No award will be made automatically based upon the lowest price or based solely on the proposal submitted. The CCRTA additionally reserved the right to suspend negotiations with the first proposer should it not progress in a manner satisfactory to the CCRTA and commence negotiations with the next best rated proposer.

INSTRUCTIONS TO PROPOSERS

12. PROTESTS.

In the event that a proposer desires to protest any procedure, **the proposer should present such protest, in writing, to the CCRTA Chief Executive Officer within five (5) business days following the Board approval date.** The protest shall state the name and address of the protestor, refer to the project number and description of the Request for Proposals, and contain a statement of the grounds for protest and any supporting documentation.

INSTRUCTIONS TO PROPOSERS

15. FORM 1295 “CERTIFICATE OF INTERESTED PARTIES”

(Only required to be submitted upon notification of recommendation for award.)

Proposers must comply with Government Code Section 2252.908 and submit Form 1295 “Certificate of Interested Parties” upon notification that Proposer has been recommended for award. Form 1295 requires disclosure of “interested parties” with respect to entities that enter contracts with cities. These interested parties include:

(1) persons with a “controlling interest” in the entity, which includes: a. an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock or otherwise that exceeds 10 percent; b. membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or c. service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers; or

(2) a person who acts as an intermediary and who actively participates in facilitating a contract or negotiating the contract with a governmental entity or state agency, including a broker, adviser, attorney or representative of or agent for the business entity who has a controlling interest or intermediary for the business entity.

Form 1295 must be electronically filed with the Texas Ethics Commission at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. The form must then be printed, signed, and filed with the CCRTA. For more information, please review the Texas Ethics Commission Rules at <https://www.ethics.state.tx.us/legal/ch46.html>.

A Sample Copy of Form 1295 has been provided for reference only.

CERTIFICATION FORMS

Do NOT Alter Any Forms.

Doing so will deem your proposal as non-responsive.

Please fill out and sign the following forms and return with your signed proposal.

Reminders:

Acknowledge all addendums issued on the bottom of (Appendix C) Certification and Statement of Qualifications form.

SPECIAL INSTRUCTIONS

1. GENERAL

1.1 Introduction and Scope

Proposers which have relevant experience are invited to complete and submit a proposal. To enhance comparability, proposal elements must be addressed in the informational sequence noted below:

- Cover Letter,
- Approach and Work Plan,
- Qualifications and References,
- Experience,
- Broker Errors and Omissions Coverage,
- Proposal Questionnaire Elements (Appendix B),
- Certification Forms (Appendix C, D, E, G and H), and
- Price Schedule (Appendix A) **(submitted in a separately, sealed envelope)**.

Firms shall submit (1) original and five (5) hard copies of their proposal, which must be concise and straightforward, and one (1) electronic version in PDF format supplied on a USB Flash Drive.

All proposals must be submitted before the deadline in the solicitation and addressed with the information as noted in Section 5 “Submission of Proposals” of the “Instructions to Proposers”.

SPECIAL INSTRUCTIONS

2.0 EVALUATION CRITERIA

2.1 The CCRTA will review all proposals for completeness. Those proposals found incomplete or failing to address the needs of the CCRTA as stated herein will not be evaluated. Those proposals furnished complete with all required documentation will be evaluated. **Proposers are urged to initially submit their best offer.** An award (if any) will be made to that proposer whose proposal is deemed most advantageous to, and in the best interest of, the CCRTA and the general public. The evaluation factors in order of importance are as follows:

Section	Evaluation Criteria	Weight (Points)
1	Approach and Work Plan	30
2	Qualifications and References	20
3	Experience	20
4	Price	30
Total		100

2.2 The CCRTA will first evaluate the proposals on all factors other than cost. After a preliminary evaluation, the price schedule will be opened and included in the evaluation process. Evaluation points for cost will be assigned based on a lowest cost (most points) to highest cost (least points) ranking of proposed cost packages. **The maximum points available for price is 30 points.** The CCRTA may select a proposer for the project after this review if the CCRTA feels it is in the CCRTA's best interest. The CCRTA may also evaluate each proposal for completeness and responsiveness to its needs and may request Best and Final Offers from any or all proposing firms. Otherwise, a short-list of interviewees will be established based upon the overall results. After completion of the interviews the evaluation of the proposals will be reviewed and modified as necessary.

Common Vendor Errors in Proposal Submittals:

- Forgetting to sign the proposal
- Taking exceptions to the solicitation
- Failure to acknowledge receipt of addenda's
- Including promotional/extraneous information which services to alter the solicitation requirements
- Failure to return all required forms
- Late delivery of the proposal

Project Overview

Sections covered by JoAnn Serna with Human Resources

- [Special Instructions,](#)
- [Scope of Work,](#) and
- [Price Schedule \(Appendix A\).](#)

EXHIBITS and ATTACHMENTS

EXHIBITS:

- [Exhibit A – Current Employee Demographics](#)
- [Exhibit B – Current LTD Employee Demographics](#)
- [Exhibit C – Current STD Employee Demographics](#)

ATTACHMENTS:

- [Attachment A – LTD Current Plan](#)
- [Attachment B – STD Current Plan](#)



Thank You
For Your
Attendance!