



EDINBURG HOUSING AUTHORITY

Serving Families Since 1949



DATE: April 20, 2024

SOLICITATION TYPE: Request for Proposals

RFP NUMBER: RFP#2024-04 / Medical and Supplemental Insurance Broker Services

DESCRIPTION: The Housing Authority of the City of Edinburg (the entity) is seeking competitive sealed proposals for broker service agents that service the following type(s) of insurances:

- * Health Insurance Benefits
- * Dental Insurance
- * Vision Insurance
- * Supplemental(s)

A. Underwriting Data

The selected agent/broker will receive the employee census data needed to solicit coverage for the Housing Authority after contractor is selected as the best agent to assist the agency. The agency will enroll approximately 25 to 30 employees in the medical and or supplemental plans.

B. Agent/Broker and Insurer Requirements

All agents/brokers and insurers involved must be authorized and/or licensed to operate in the State of Texas.

C. Compliance with Laws

All bidders shall observe and comply with all regulations, laws, ordinances, etc., of local, state, and federal governments as they apply to this bidding process.

D. Instructions

- a) *Deviations from Specifications.* All deviations from these specifications must be clearly stated in your proposal. Any significant limitations of coverage, restrictive conditions, etc., should also be clearly described. These specifications are not intended to be restrictive with respect to any innovative techniques for rating or for providing coverage if a distinct advantage can be demonstrated. Proposals failing to meet all the specifications will not necessarily be rejected, but any deviations must be clearly noted to be considered.

- b) *Non-Compliance with Signed Proposal.* It is understood and agreed, in the event an insurance policy(s) does not meet the terms and conditions accepted by the entity as specified in this bid, then the entity shall at its sole option have the right to reject the bid packet.
- c) *Duration of Proposal.* We require that all proposals remain valid without material change for at least sixty (60) days after the due date.

Respondents are urged to allow adequate time for proposal deliveries to comply with deadline as late responses will not be accepted. The sealed bid must include one original and two marked copies. Proposals will be reviewed and scored by appointed committee and a recommendation will be submitted to Board of Commissioners for approval.

Q&A DEADLINE	May 09, 2024, 10:00 AM CT
SEALED BID DUE DATE	May 15, 2024, 11:00 AM CT
BID OPENING DATE	May 15, 2024, 11:15 AM CT
BID AWARD DATE	May 23, 2024, 12:00 PM CT

PROPOSAL DELIVERY LOCATION:

ATTN: Dr. Martin Castillo, Executive Director
 910 South Sugar Road
 Edinburg, TX, 78539

Labeled:

RFP #2024-04
 Medical and Supplemental Insurance Broker Services

SCOPE OF SERVICES:

The Insurance Agent(s) shall be responsible for servicing one or more of the selected covered policies for Medical, Dental, Vision and any other related coverages as deemed necessary or beneficial to the Edinburg Housing Authority.

I. General Coverage

- i. Policy starting date for all insurance coverages:
September 1, 2024, at 12:01 a.m. Central Standard Time.
- ii. Notice of Cancellation. All policies must be endorsed to require at least a sixty (60) day written notice by the insurer of cancellation, nonrenewal, or material policy change.
- iii. Notice of Loss. All insurance contracts must be endorsed to read: "It is understood and agreed that knowledge by an agent or employee of the named Insured, of an accident or event that may give rise to a claim, shall not in itself constitute knowledge by the insured unless the Executive Director of the entity has received such notice."
- iv. The selected insurance broker will be responsible for gathering competitive solicitations based on the Agency's census data and later present information to the EHA Board of Directors and/or staff as required as part of the enrollment process.

2. Liability Coverages

- i. As required by State Law

CONTRACT PERIOD:

Proposal should assume the initial contract term of one year beginning on September 1, 2024. The Contract may be renewed for up to two (2) additional one-year renewals if all parties so agree. The Edinburg Housing Authority would prefer the first contract year to coincide with EHA medical billing year if possible. (September 1, 2024 – August 31, 2025).

RIGHT OF REJECTION:

Edinburg Housing Authority is under no obligation to award this project to any or all proposals. Evaluation criteria included in this document shall be used in evaluation proposals.

BASIS OF AWARD:

Proposals will be evaluated by appointed committee and ranked according to the following criteria and weight of a minimum:

1. Firm/Personnel Qualifications including public entity experience (45 points)
2. Financial Health Score (40 points)
3. References (10 points)
4. Overall Presentation (5 points)
5. Section 3 and or Minority Vendor (extra 5 points)

The appointed committee may, at its option, request interviews of any or all proposers.

TERMINATION OF CONTRACT: The Edinburg Housing Authority may cancel the contract at any time for breach of contractual obligations by providing the consultant with a written notice of such cancellation. Should the Edinburg Housing Authority exercise its right to cancel the contract for such reasons, the cancellation shall become effective sixty (60) days after the notice of cancellation is sent to the contractor.

By submission of a proposal, the vendor agrees, if their proposal is accepted, to enter a contract with The Housing Authority of the City of Edinburg to complete all work and meet any agreements, as specified, or indicated in the contract document for the contracted services within the contract time indicated in the RFP.

RFP CHECKLIST & INSTRUCTIONS

Questions concerning this RFP should be submitted via email to accounting@edinburgha.org on or before 10:00 AM C/T May 9, 2024. Any and all correspondence will be sent to all potential bidders via the eProcurement website (<https://www.internationaleprocurement.com/>) which you must register in order to receive this information. All sealed RFP's must include the documents listed below, failure to do so will result in an incomplete bid.

- _____ Contact information & Bidders Profile form (Include a Financial Summary)
- _____ Bidders Profile form & Brief company history
- _____ W9 Form
- _____ License/Certifications
- _____ HUD 5369-C/Instructions to Bidders for Contracts (acknowledgment of receipt)
- _____ HUD-2992 / Certification Regarding Debarment and Suspension Conflict of interest disclosure form
- _____ References

Submit ONE original proposal and TWO marked copies with your sealed bid. Electronic delivery of proposals **will not** be accepted.

BIDS MUST BE SUBMITTED BY: 11:00 AM on MAY 15, 2024.

PROPOSAL DELIVERY LOCATION:

The Housing Authority of the City of Edinburg
 ATTN: Dr. Martin Castillo, Executive Director
 910 South Sugar Road
 Edinburg, TX, 78539

Labeled: RFP #2024-04

Medical & Supplemental Insurance Broker Services

BIDS WILL BE OPENED PUBLICLY AT: 11:15 AM on MAY 15, 2024

BID WILL BE AWARDED AT THE NEXT SCHEDULED BOARD MEETING TENTATIVELY SET FOR MAY 23, 2024, at 12:00 PM CT.

Supporting Attachments/ Applications

Attachments

W9

Bidders Profile

Conflict of Interest Disclosure Form

Instructions to Bidders for Contracts (Form HUD-5369-C)

Certification Regarding Debarment and Suspension (Form HUD-2992)