

ADVERTISEMENT
REQUEST FOR PROPOSAL
WELLNESS PLAN

CITY OF GRAND ISLAND, NEBRASKA

Sealed proposals will be received by the City Clerk, City Hall, 100 E. First Street, Grand Island, NE 68801 or P O Box 1968 Grand Island, NE until 4:00 p.m. (local time) on May 18, 2010 for administering a wellness plan for the City of Grand Island, Nebraska. Proposals received after the specified time will be returned unopened to sender. Proposals must be based on the City's Request for Proposals. Contact Brenda Sutherland, Human Resources Director for the City of Grand Island for further information.

Proposals will be evaluated based upon ability to meet key service criteria described in the Request of Proposal; quality of service provided to plan participants; quality of service provided to administrative staff of the City of Grand Island; quality of employee education and materials; client references; fees; and, contract terms. Proposals shall remain firm for a period of ninety (90) days after the proposal due date. The City of Grand Island reserves the right to refuse any or all proposals and to select the proposal to be in the City's best interest, at its sole discretion.

RaNae Edwards, City Clerk

REQUEST FOR PROPOSAL
CITY WELLNESS PLAN

Purpose: The City of Grand Island Human Resources Department is accepting proposals for its employee wellness program. The City is requesting proposals for an scored, outcomes based wellness program that offers benefits as outlined below.

Contact Person: Interested vendors need to send three copies of their proposal in a sealed envelope with the name of the project on the outside of the envelope. All proposals and contacts should be addressed to:

City Clerk
The City of Grand Island
100 E. 1st Street
Grand Island, NE 68801
308-385-5444 ext. 111

From the date of issuance of this RFP until the selection of a vendor if any, is announced, all questions concerning any part of this RFP shall be directed to:
Brenda Sutherland, Human Resources Director
308-385-5444 ext. 199

Due Date: Proposals must be received by the City of Grand Island at the above address in a sealed envelope/package no later than 4:00 p.m. (central time) on May 18, 2010. Proposals must remain firm for ninety (90) days from the proposal due date. Each respondent is solely responsible for assuring that its proposal is received by the City of Grand Island in the office of the Clerk by the deadline established in the RFP. The City of Grand Island will not be responsible for late proposals. Late or incomplete proposals will not be accepted or considered. Faxed or e-mailed proposals will not be accepted.

Negotiations: The City of Grand Island reserves the right to negotiate with any applicant whose proposal is within the competitive range with respect to professional services and cost, as well as to select an applicant other than the applicant offering the lowest price, if it is determined by the City to be in its best interest to do so.

Disclaimer: Issuance of this RFP does not constitute a commitment by the City to select any proposal submitted in response to the RFP, or to award a contract to any applicant who responds to the RFP. Recommendation and/or selection of a proposal shall not be binding upon the City and may or may not result in the City entering into a contract with the respondent.

Project and Scope: The City of Grand Island is accepting proposals for an outcomes based wellness program that meet the following requirements:

- Scored bio metric health screening
- Annual on-site physicals
- HIPAA compliant program
- Confidential reporting of test results to employee
- Aggregate reporting for employer that measures improvement from year to year
- Online access for employees

Please submit with proposal: Product specifications, references with contact information, plan for implementation. Any exhibits, and collateral materials must be assembled and submitted with the proposal in a single package. State the number of years that the quote will be guaranteed for if any.

Screening & Ranking Process: Proposals will be rated and ranked based on the following criteria:

- Compliance with RFP
- Cost
- References
- Quality of service provided to participants
- Quality of employee education and materials
- Quality and service provided to administrative staff of the City of Grand Island
- Implementation plan

LB 403

Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Fair Employment Practices

Each proposer agrees that they will not discriminate against any employee or applicant because of age, race, color, religious creed, sex, national origin, disability, or genetic information.

Gratuities and Kickbacks

City Code states that it is unethical for any person to offer, give or agree to give any City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement

standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a consultant under contract to the prime consultant or higher tier consultant or any person associated therewith, as an inducement for the award of an agreement or order.