



Cares Community Health
dba One Community Health (OCH)

**REQUEST FOR PROPOSAL FOR EMPLOYEE BENEFITS
INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

Steve Haas, CHRO

1500 21st Street

Sacramento, CA 95811

shaas@OneCommunityHealth.com

I. GENERAL INFORMATION.

A. Purpose. This request for proposal (RFP) is to contract for employment benefits to be provided to the One Community Health's employees.

B. Who May Respond. Benefits brokers currently licensed to practice in California may respond to this RFP, with a strong preference for brokers with a Sacramento presence.

C. Instructions on Proposal Submission.

1. Closing Submission Date. Proposals must be submitted no later than 4:00 pm on April 1, 2022.

2. Inquiries. Inquiries concerning this RFP should be sent to:

Steve Haas

Chief Human Resources Officer

One Community Health

1500 21st Street

Sacramento, CA. 95811

shaas@OneCommunityHealth.com

3. Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by One Community Health (hereinafter referred to as OCH).

4. Instructions to Prospective Contractors. Your proposal should be addressed as follows:

Steve Haas

Chief Human Resources Officer

One Community Health

1500 21st Street

Sacramento, CA. 95811

It is important that the proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal

4:00 pm, April 1, 2022

SEALED PROPOSAL For Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Proposer to ensure that the proposal is received by OCH, by the date, time, and in the manner specified above. Late, unsealed proposals will not be considered.

Electronic submissions are also acceptable and can be sent to shaas@onecommunityhealth.com.

5. Right to Reject. OCH reserves the right to reject any and all proposals received in response to this RFP.

6. Notification of Award. It is expected that a decision selecting the successful proposal will be made within four (4) weeks of the closing date. Upon conclusion of final negotiations regarding the successful proposal, all other Proposers will be informed in writing of their status. It is expected that the engagement with the successful Proposer shall be for three-years.

D. Description of Entity. One Community Health One Community Health is a private, nonprofit community health center serving the greater Sacramento area. Our team of compassionate and highly educated professionals use a medical home model of care, including preventive care, routine checkups, immunizations, and management of acute and chronic illnesses.

One Community Health is a non-profit 501(c) (3) corporation licensed by the State of California, and lead by an independent board of directors. As a Federally Qualified Health Center, One Community Health is a Health Center Program grantee under 42 USC 254b.

Mission Statement

We transform lives through care, research and community awareness.

Vision Statement

One Community Health is a recognized national model that sets the standards for comprehensive community health care. Because of our work, all people are empowered to lead healthy lives in a supportive community with access to the best care.

At One Community Health, we value care:

- Leadership with integrity in a culturally sensitive environment
- Empowered individuals who feel ownership for their health
- Social responsibility and community awareness, especially of HIV/AIDS
- Justice, equity, diversity through guaranteed access to services and research advances
- Compassion, hospitality and inclusiveness
- Collaboration and partnering to maximize resources

In response to the AIDS crisis and funded by UCD Davis Health Systems, CHW Mercy, Sutter Health, Kaiser and the County of Sacramento the community joined forces in 1989 to form the Center for AIDS Research, Education and Services (CARES). Over the years, CARES, grew into a FQHC seeing all patients regardless of their ability to pay, funded by patient insurance revenues and a variety of grants. In 2017 CARES became “One Community Health” to reflect the broad services and programs that OCH began to offer. OCH continues to promote health by delivering FQHC and HIV/AIDS service excellence.

OCH has about 300 employees in three (3) Sacramento locations. Current benefit offerings are as follows:

- Medical: Three (3) HMO’s available through Kaiser, Sutter, and Western Health Advantage
- FSA/HRA accounts managed by TPA
- Dental: Delta Dental, HMO and PPO

- Vision: Vision Service Plan
- STD/LTD/Life: MetLife
- Legal Services: Legal Shield
- Pet Insurance: Nationwide
- Telemedicine: Healthiest You
- Employee Assistance Program: Magellan
- AFLAC

II. SCOPE OF SERVICES. The Proposer shall be readily available to perform the following services, as requested by the Chief Human Resources Officer:

A. Assist in the design of a benefits strategy that meets the needs of our diverse employee population while managing rising healthcare costs.

B. Provide best-in-class tools and systems support for contribution strategy modeling, open enrollment and new hire processing, billing, and reporting.

C. Provide expert guidance to ensure compliance with all applicable legal requirements.

D. Provide best-in-class customer service to both Human Resources staff and the employee population overall.

E. While not required of each Proposer, OCH is also interested in ancillary services that the broker may provide such as

- General HR Support, especially in areas of employment law, policy and form samples, etc. (E.G: ThinkHR)
- Access to other types of HR vendors, especially HRIS
- Other services or tools available to improve efficiency and effectiveness of HR delivery

III. PROPOSAL CONTENTS. The Proposer, in its proposal, shall, as a minimum, include the following:

A. Employee Benefits Experience. The Proposer should describe its experience related to the areas outlined in the scope of services above. Additionally, if applicable, provide a description of any experience serving organizations comparable to OCH that offer similar programs and government-funded services.

B. Organization, Size, Structure, and Areas of Practice. The Proposer should describe its organization in terms of the following:

- size
- structure,
- areas of practice
- office location(s)
- small or minority-owned business

Please include a copy of the Equal Opportunity/Affirmative Action Policy, if available.

C. Broker Qualifications. The Proposer should separately attach a description of the qualifications of brokers and service staff to be assigned to the account. Descriptions should include:

1. Professional and education background of each.
2. Overall supervision to be exercised.
3. Prior experience of the individuals with respect to the required experience listed above. Include resumes only of individuals likely to be assigned to the account. Education, position in firm, years and types of experience, and continuing professional education will be considered.

D. Price. The Proposer's proposed price should include information on the commission and or other fee structure in place for the account. OCH reserves the right to negotiate with the Proposer on the fee structure.

IV. PROPOSAL EVALUATION.

A. Submission of Proposals. All proposals shall include one (1) original and three (3) copies.

B. Evaluation Procedure and Criteria. OCH's Chief Human Resources Officer and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The Chief Human Resources Officer and/or Board of Directors may request a meeting with qualified Proposers

prior to final selection. Proposals will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work.
2. Level of experience of the individual(s) identified to work on this matter.
3. The Proposer's experience with similar clients.
4. Cost.
5. Interviews, if conducted.

C. Required Format for Proposals. All proposals must follow the required format. Failure to follow the required format may result in disqualification of a proposal:

1. Page Limit: 12, including cover page
2. Broker Qualifications section should be attached and is not included in the page limit
3. Page Size: 8 ½ x 11; portrait
4. Font Size: 12
5. Font Type: Arial
6. Double-spaced
7. Margins: 1" minimum on the top, bottom, and sides of all pages
8. All pages must be numbered; double-sided printing is acceptable
9. Do not use material in proposals dependent on color distinctions, animated electronics, etc.
10. Do not place proposals in notebooks or binders. Metal clips may be used to bind pages together. Electronic submissions are acceptable.
11. Do not include attachments other than those requested or required by this RFP.

V. PROPOSAL TIMELINE.

During the period from your organization's receipt of this Request for Proposals and until a contract is awarded, your organization shall not contact any employee of OCH for additional information except in writing directed to Steve Haas at shaas@onecommunityhealth.com.

VI. QUESTIONS.

Questions for the purpose of clarifying the RFP must be submitted in writing by email and must be received no later than 4:00 p.m. on March 18, 2022. Questions must be emailed to Steve Haas at shaas@onecommunityhealth.com. Questions and responses will be posted as an "Addendum to the One Community Health RFP for Employee Benefits" on the OCH website at <http://www.onecommunityhealth.com> by 4:00 p.m. by March 24, 2022. Please note that submissions of questions for response do not in any way enhance or guarantee the chances of receiving a contract through this proposal.

VII. GENERAL INFORMATION.

A. Contract Award

OCH reserves the right to award the contract in a manner deemed to be in the best interests of OCH.

B. Stability of Proposed Prices

Any price offerings from Proposers must be valid for a period of 30 days from the due date of the proposals.

C. Amendment or Cancellation of the RFP

OCH reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interests of OCH.

D. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by OCH. OCH, at its option, may seek Proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.

E. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that OCH deems necessary or appropriate to fully establish the performance capabilities represented in their proposals.

F. Proposer Demonstration of Proposed Services and/or Products

Proposers must be able to confirm their ability to provide all proposed services.

G. Erroneous Awards

OCH reserves the right to correct inaccurate awards. This includes revoking the awarding of a contract to a Proposer and subsequently awarding the contract to a different Proposer.

Such action shall not constitute a breach of contract on the part of OCH because the contract with the initial Proposer will be deemed voided as if no contract were ever in place.

H. Ownership of Proposals

All proposals shall become the property of OCH and will not be returned.

I. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of OCH unless otherwise stated in the contract.

J. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by Proposers with OCH will be disregarded in any proposal evaluation or associated award.

K. Not a Contract

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. OCH will pursue negotiations with the highest scoring proposal. If, for some reason, OCH and the initial Proposer fail to reach consensus on the

issues relative to a contract, then OCH may commence contract negotiations with other Proposers. OCH may decide at any time to start the RFP process again.

The selected Proposer will be required to sign a formal contract.

L. Subcontractors

OCH must approve any and all subcontractors utilized by the successful Proposer prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of OCH and that the OCH Chief Executive Officer or designee may communicate directly with any subcontractor as OCH deems necessary or appropriate.

It is also understood that the successful Proposer shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful Proposer to OCH upon request. The successful Proposer must provide the majority of services described in the specifications