PRE-PROPOSAL CONFERENCE

HUMAN RESOURCES MEDICARE ADVANTAGE PDP & MEDICARE SUPPLEMENT PLANS

July 10, 2014
1:00 PM

City of Houston

Agenda

- Opening Remarks
- Introductions
- RFP Overview
- General Information
  - Required Forms
  - Disqualifications
  - Other Requirements and Forms
  - Evaluation and Selection Process
- Office of Business Opportunity
- Questions and Answers
- Announcements

Opening Remarks

- General Housekeeping
- Purpose
- Goals/Objectives

Introductions

- City of Houston Staff
  - Proposal Team
  - Key Staff – Subject Matter Experts
- Proposers
- M/WBE's

RFP Overview

Proposal submittal and delivery details:

- Thursday, July 31, 2014 at 12:00 noon CDST
- Office of City Secretary, 900 Bagby, Room P101, Houston, TX 77002
- Seven copies, including one (1) marked "Original", two CDs with entire proposal and exhibits plus redacted version, two flash drives with entire proposal and exhibits plus redacted version.
- Sealed box(es) or envelope(s) bearing the assigned Solicitation Number: **S37-T25089**

RFP Overview Cont'd

Proposal format:

- Electronically generated through Proposal Tech website, and
- Printed "Original" signed in **BLUE** ink by individual(s) legally authorized to bind the proposer.

General Instructions

Proposal Contact: Joyce Hays, Senior Procurement Specialist

- Submit all required forms
- Read the entire RFP
- Questions must be submitted through Proposal Tech "Ask A Question" feature
- Complete only the section of the RFP Questionnaire relative to the scope of services on which you are proposing

Required Forms

- Offer and Submittal, References and Proposed Subcontractors
- Fair Campaign Ordinance
- Contractor Ownership Disclosure Ordinance
- Affidavit of Ownership or Control
- Drug Detection and Drug Deterrence Procedures for Contractors
- Anti-Collusion Statement
- Conflict of Interest Questionnaire
- Equal Employment Opportunity Ordinance
- Minority/Women Business Enterprises (M/WBE) Contract Requirements
- Insurance Requirements and Sample Insurance Certificate
- Pay or Play Program (POP) Requirements

Disqualifications

Vendor proposals subject to disqualifications:

- Late Proposal
- Violation of Quiet Period
- Non-Responsive (failure to answer required questions, complete forms, etc.)
- Exception to Indemnification Language
- Exceptions to COH Contract Terms

Other Requirements and Forms

Comments from the Legal Department

- Contracting with the City
  - General Terms and Conditions
  - Essential Terms
- Indemnification
- Insurance Requirements

Other Requirements and Forms Cont'd

Comments from the Office of Business Opportunity (OBO)

- Goal to be determined
- M/WBE Participation / Good Faith Effort

Other Requirement and Forms Cont'd

Comments from the Office of Business Opportunity (OBO)

- Hire Houston First
- Designation as City or Local Business

Other Requirements and Forms Cont'd

Comments from HR Liaison to the Office of Business Opportunity (OBO)

- Pay or Play Program
- Requirements and Terms

Evaluation and Selection Process

- Criteria
- Process/Timeline
  - Oral Presentations
  - Contract Negotiations
  - Approval of City Council
- Notification of Award(s)

Questions and Answers

Responses to questions at today's pre-proposal conference are not binding, all official responses will be posted on Proposal Tech website.

- Submit questions on index card
- Official responses will be posted as Letter(s) of Clarification

Announcements

A submission extension will not be granted.

Important dates to remember:

- Wednesday July 23, 2014
  Last day to submit questions
- Monday July 28, 2014
  Final date that COH will post responses
- Thursday, July 31, 2014
  Proposal Due

THANK YOU

Thank you for your attendance today. We look forward to receiving your proposals.