



**ST. JOHN THE BAPTIST PARISH
PURCHASING & PROCUREMENT DEPARTMENT
1811 W. Airline Highway
LaPlace, LA 70068**

**REQUEST FOR PROPOSALS (RFP)
Group Health Insurance**

Proposal No. RFP 2025.20

Closing Date: October 7, 2025 at 9:45 A.M. Local Time

SUBMITTALS

Submittals are due on or before the exact closing date and time. Submittals received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time. The response (including copies) must be submitted in a sealed envelope or package clearly marked with the Company's name and address, and "RFP 2025.20 Group Health Insurance".

Publish:

September 3, 2025
September 10, 2025
September 17, 2025

FOR FURTHER INFORMATION CONCERNING THIS RFP, PLEASE CONTACT:

Peter Montz, Purchasing & Procurement Department
Phone: (985) 652-9569 E-mail: p.montz@stjohn-la.gov

QUESTIONS AND COMMENTS MUST BE SUBMITTED NO LATER THAN 10:00 A.M. September 24, 2025.

REQUIRED SIGNATURE PAGE FOR PROPOSALS

This page, signed by an authorized officer of your Company, must accompany your proposal as the cover page.

I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any Contractor or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the Parish to consider this proposal, the Company irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to St. John the Baptist Parish, and Company further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to St. John the Baptist Parish.

Please type or print legibly information below.

Proposer hereby acknowledges receipt of the RFP and agrees to Terms and Conditions set forth in this RFP.

PROPOSER INFORMATION

Firm Name: _____

Address: _____ City/State/Zip: _____

Phone No.: _____ Fax No.: _____

AUTHORIZATION TO PROPOSE (must be signed):

By: _____
Signature Offer Date Printed Name

Email Address: _____

Primary Contact Person (If other than above):

Name: _____ Phone No: _____ Fax No: _____

Title: _____ E-mail Address: _____

If this proposal is being submitted on behalf of an agent/broker, please complete section below:

Submitted on behalf of: _____

Phone No: _____ Fax No: _____

E-mail Address: _____

REQUEST FOR PROPOSALS
Group Health Insurance

BACKGROUND

St. John the Baptist Parish (herein referred to as “the Parish”) is requesting proposals from qualified insurance carriers (herein referred to as “Company”) to provide health insurance for its employees, Medicare Parts A&B -ineligible retirees and their dependents. The successful Company will be expected to provide a benefit plan that substantially matches the Parish’s current plans as outlined in Attachment 1, Health Plan Descriptions, which is attached hereto and made a part hereof, or provide a plan design that generates the best value for employees and the Parish.

The Parish currently provides a fully insured Point of Service (POS) and a Health Maintenance Organization (HMO) option through Blue Cross and Blue Shield of Louisiana since 2022. The Parish’s enrollment consists of employees, Medicare Parts A&B-ineligible retirees, and COBRA participants of the St. John the Baptist Parish Council, Parish Libraries, Council on Aging, District Attorney’s Office, Assessor’s Office, Public Defender Office, and their dependents.

The Parish currently utilizes a third-party, WageWorks (Health Equity), for COBRA administration.

The following table provides the current number of enrollees:

HMO (base plan)	Employees
EE Only	97
EE + Spouse	34
EE + Child(ren)	32
Family (EE, Spouse, & Child(ren))	30
TOTAL	193

POS (buy-up plan)	Employees
EE Only	81
EE + Spouse	15
EE + Child(ren)	12
Family (EE, Spouse, & Child(ren))	17
TOTAL	125

PREMIERE BLUE	Employees
EE Only (retiree residing out of state)	1

SUBMITTALS

Each firm shall provide a submittal package following the included format based on the designated point evaluation schedule sheet. The firm shall include sufficient information about the firm’s qualifications to assist the Parish in making the proper determinations about their capabilities.

The RFP package includes the following:

- 1) Required Signature Page for Submittals
- 2) General Terms and Conditions
- 3) Corporate Resolution
- 4) Certificate of Authority

- 5) Past Criminal Convictions Attestation
- 6) Non-Solicitation and Unemployment Affidavit
- 7) Certificate Regarding Debarment
- 8) E-Verify Affidavit
- 9) Exhibit A – Scope of Work
- 10) Exhibit B – Pricing Schedule
- 11) Statement disclosing whether it provides services or pays commissions to any employee or elected official of St. John the Baptist Parish. If so, company must disclose to whom services are provided and/or commissions are paid. Negative responses (i.e., response attesting that company does not provide services or pay commission to any employee or elected official of St. John the Baptist Parish) must also be submitted if such is the case.
- 12) Exhibit C – Selection/Scoring Criteria
- 13) Attachment 1 – Plan Descriptions
- 14) Attachment 2 – Census
- 15) Attachment 3 – Claims Experience

OBJECTIVES OF RFP

The objectives of this RFP are:

1. To offer a full complement of affordable medical benefits and claims administration in order to attract and retain valued employees as well as ensure long-term wellbeing.
2. To offer the optimal network and plan design for the best value for employees and the Parish.
3. To match its benefits as closely as possible in addition to quoting alternate plans as described in the Scope of Work section of the RFP to generate cost-savings to the Parish.
4. To match and/or increase current provider networks for employees and provide cost-effective negotiated provider discounts.
5. To have minimal disruption for employees upon change to new carrier.
6. To secure the lowest possible rates for medical benefits while providing a high level of service and accuracy.
7. To realize high quality account management, reporting and customer service.
8. To seek additional monies to be allocated for communications or wellness programs.

PROPOSAL INFORMATION

Proposers must meet the following minimum qualifications:

1. Company must be actively in business for at least the past three (3) consecutive years (from at least December 2020 to present) administering medical POS and HMO plans and providing similar services as described in Exhibit A, Scope of Work, of this RFP;

2. Company must have provided similar benefits services to at least two (2) organizations similar in size in terms of number of employees of the Parish. Experience with public entities is highly desirable;
3. Company must provide access to broad network of physicians in the River Parishes area, including specialists;
4. Company must be licensed to conduct insurance business in the State of Louisiana;
5. If proposal is being submitted on behalf of an agent/broker, agent/broker must be licensed by the Louisiana Department of Insurance.

GENERAL TERMS AND CONDITIONS

1.0 RFP Process

- 1.1 This RFP is subject to all applicable state and local laws, including the Louisiana Code of Governmental Ethics.
- 1.2 RFP's, associated documents and addenda may be obtained from the Department of Purchasing and Procurement at 1811 W. Airline Hwy., LaPlace, LA 70068 or by downloading from the Parish's website at www.sjbparish.gov or Central Bidding at www.centralbidding.com. Electronic proposals will be accepted only on www.centralbidding.com.
- 1.3 Written addenda to the RFP may be issued to provide clarification, corrections, or to answer questions. It is the Contractor's responsibility to periodically check either the Parish website, or Central Bidding for addenda that may be issued to implement changes or clarifications to the RFP, prior to due date. **Checking the Parish website is HIGHLY recommended.**
- 1.4 The Parish reserves the right to request additional information to clarify proposals. The Parish shall determine the appropriate means of clarification: telephone, e-mail, letter, or oral interviews.
- 1.5 Questions and comments regarding this Proposal must be submitted in writing to St. John the Baptist Parish, Purchasing & Procurement Department, ATTN: Peter Montz, 1811 W. Airline Hwy, LaPlace, LA 70068 or via e-mail to p.montz@stjohn-la.gov no later than 10:00 A.M. September 24, 2025.

2.0 Submission of Proposal

- 2.1 Proposals shall be addressed to the St. John the Baptist Parish Council and delivered to the receptionist located in the St. John Parish Government Complex Building, 1811 West Airline Hwy., LaPlace, LA no later than **9:45 A.M. local time on October 7, 2025. Proposal package must be submitted in a sealed envelope or package clearly marked with the Company's name and address, and "RFP 2025.20 Group Health Insurance".**
- 2.2 Each Company shall provide a submittal package based on the designated point evaluation scoring criteria. The submittal shall provide clear and sufficient information to enable the selection committee to evaluate the responsiveness and quality of the proposal. The Selection/Scoring Criteria (Exhibit C) will be used to evaluate all proposals received. Failure

to provide all required information with the exception of scope of work that does not pertain to your Company, including the "Required Signature Page for Proposals", shall be cause for rejection of the submittal as non-responsive.

1.1 Contractor shall submit an original, one (1) redacted copy and one (1) electronic copy of proposal by the date and time specified. Original should be clearly marked and must be accompanied by an electronic file containing the entire Proposal. The redacted copy is for compliance with the Louisiana Public Records Act and to protect privileged or trade information. Failure to submit the required number of copies may result in finding of non-conformance.

2.3 The Parish will not be responsible for submissions forwarded through the U.S. Postal Service or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location.

2.4 Proposals submitted by facsimile (FAX) or e-mail will not be accepted. Any proposal received after **9:45 A.M. Local Time** on October 7, 2025 will be deemed unresponsive and will be returned to Company unopened.

3.0 Opening

Proposals will be opened at **10:00 A.M. Local Time on October 7, 2025** in the Council Chambers of the St. John the Baptist Parish Government Complex, 1811 W. Airline Highway, LaPlace, LA 70068.

4.0 Public Disclosure

It is understood and agreed upon by the Company in submitting a proposal that the Parish has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number received; competitive technical information; competitive price information; and the Parish's evaluation concerns about competing proposals. Information releasable after award is subject to the disclosure requirements of the Louisiana Public Records Act. Company specifically waives any claims against Parish related to the disclosure of any materials if made under a public records request.

5.0 Parish Commitment

5.1 Parish shall have the right to reject or accept any Proposal or offer, or any part thereof (i.e., any component of any proposed solution) for any reason whatsoever and to accept other than the lowest offer, at its sole discretion.

5.2 This RFP does not commit the Parish to award, nor does it commit the Parish to pay any costs incurred in the submission of the Proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.

5.3 The Parish reserves the right to terminate this RFP at any time prior to contract execution.

5.4 No prior, current, or post-award verbal conversation or agreement(s) with any officer, agent, or employee of the Parish shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

5.5 The Parish reserves the right to revise any part of the RFP by issuing an addendum to the RFP at any time in accordance with relevant Louisiana Revised Statutes. Issuance of this RFP in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject, in whole or part, all Proposals submitted, and/or cancel this announcement if it is determined to be in the Parish's best interest. All materials submitted in response to this announcement become the property of the Parish, and selection or rejection of a submittal does not affect this right.

6.0 Late, Modified, or Withdrawn Proposals

6.1 Any proposal received after the exact time specified for receipt will not be considered.

6.2 No modification of a proposal, except a modification resulting from the Parish's request for "best and final offer," will be accepted.

6.3 No Company may withdraw his/her proposal within forty-five (45) days after the actual date of opening thereof.

7.0 Evaluation and Selection

7.1 Objective - The purpose is to evaluate all proposals with the ultimate interest of entering into an agreement with that Company determined to be most advantageous to the Parish, price and other factors considered.

7.2 Evaluation - A Source Selection Committee is appointed by the Parish President for the purpose of evaluating qualifications and proposals received in response to an RFP. The Committee will evaluate proposals submitted by qualified Consultants/Companies on the basis of the guidelines set forth in the RFP. The Parish reserves the right to request additional information and clarification of any information submitted.

Evaluation criteria have been established to determine which Company/Consultant will best contribute to the overall goals of the Parish. These criteria are detailed in Exhibit C (Selection/Scoring Criteria) which is attached hereto and made a part hereof.

The Source Selection Committee will determine if interviews are necessary as part of its evaluation process.

7.3 Recommendation and Selection - The Parish Administration will present its recommendation to St. John the Baptist Parish Council for award. As part of the negotiation process, the Parish reserves the right to negotiate with the successful Company. This award will be made to the most responsible firm or team whose proposal is determined in writing to be most advantageous to the Parish, based on the scoring criteria set forth in this document. The Parish also reserves the right to reject any and all proposals.

8.0 Term

The initial contract shall be for a twelve-month period beginning January 1, 2026 and ending December 31, 2026. Multiple-year rate guarantees, if submitted, will be considered. The proposed company will begin work without unreasonable delay and without suspension of work unless authorized in writing by the Parish.

9.0 Insurance

Consultant/Company shall obtain, pay for and keep in force, at its own expense, minimum insurance effective in all localities where Consultant/Company may perform the work hereunder, with such carriers as shall be acceptable to Council:

- A. **Statutory Workman's Compensation** covering all state and local requirements and Employer's Liability Insurance covering all persons employed by Consultant/Company in connection with this agreement.

The limits for "A" above shall be not less than:

1. Employer's liability limits of \$1,000,000/\$1,000,000/\$1,000,000
2. Some contracts may require USL&H or maritime coverage. This should be verified with the Insurance Department/Legal Dept.
3. No excluded classes of owners/officers or employees shall be allowed on Council's premises.

WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.

- B. **Commercial General Liability**, including:

1. Contractual liability assumed by this agreement
2. Owner's and Contractor's Protective Liability (if Contractor is a General Contractor) may be required.
3. Personal and advertising liability
4. Completed operations
5. Medical payments

The limits for "B" above shall not be less than:

1. \$1,000,000 each occurrence limit
2. \$2,000,000 general aggregate limit
3. \$1,000,000 products/completed operations aggregate limit
4. \$1,000,000 personal and advertising injury limit
5. \$50,000 fire damage limit
6. \$5,000 medical expense limit (desirable but not mandatory)

St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.

Some contracts may require Protection and Indemnity coverage. This should be verified with Insurance Department/Legal Dept.

- C. **Comprehensive Automobile Liability** covering all owned, hired, and other non-owned vehicles of the Consultant/Company.

The limits for "C" above shall not be less than:

\$1,000,000 CSL

St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be included on certificate.

- D. **Professional Liability Insurance** covering the Wrongful Acts of those professional firms and individuals performing services for St. John the Baptist Parish. Certain classifications of service providers will be required to provide evidence of Professional Liability Insurance. Examples of these providers include but are not limited to: Professional Engineers, Architects, Land Surveyors, Attorneys, and IT Consultants.

The limits for "D" above shall not be less than:

\$1,000,000 CSL

WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council shall be included on the Certificate.

OTHER SPECIFIC COVERAGE RELATED TO THE TASK BEING PERFORMED MAY BE REQUIRED.

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement prior to commencement of work. Consultant/Company shall maintain insurance in full force and effect during the entire period of performance of work. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

10.0 Submittals Required upon Provisional Award

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the submittal to be rejected as non-responsive:

- Insurance Requirements as specified in Section 9.0, if not currently on file
- A current, fully executed Taxpayer Identification Number (W-9 form)
- A current St. John the Baptist Parish Occupational License, if applicable.
- Attestation, Non-Solicitation, and E-Verify Forms

11.0 Invoices

Certified itemized invoices to the Parish for the payment of these services shall be submitted to Accounts Payable by the 10th of each month.

12.0 Hold Harmless

To the fullest extent permitted by law, Company/Consultant shall indemnify, hold harmless, and defend the Parish Council and all of its Agents and Employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of Company.

13.0 Non-assignability

No Company/Consultant shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the Parish. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent.

Notice of any such assignment or transfer shall be furnished promptly to the Parish.

14.0 Exclusions

Pursuant to Louisiana Revised Statute 38:2227, Contractor must certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent Federal crimes. Consultant must further certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to theft, identify theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery; contractors' misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the proposal.

15.0 Disclosure

Company/Consultant must disclose whether it provides services or pays commissions to any employee or elected official of St. John the Baptist Parish. If so, company must disclose to whom services are provided and/or commissions are paid. Both positive and negative responses must be submitted.

16.0 Termination for Cause

The Parish may terminate this Agreement for cause based upon the failure of the Contractor to comply with the terms and/or conditions of this Agreement, provided that Parish shall give the Engineer written notice specifying the Contractor's failure to perform and provide thirty (30) calendar days' notice, from mailing of the notice, to cure and/or remedy the stated non-compliance. This Agreement shall terminate thirty (30) calendar days from the date the notice was mailed.

The Contractor may terminate this Agreement for cause based upon the failure of the Parish to comply with the terms and/or conditions of this Agreement, provided that the Engineer shall give the Parish written notice specifying the Parish's failure to perform and provide thirty (30) calendar days' notice, from mailing of the notice, to cure and/or remedy the stated non-compliance. This Agreement shall terminate thirty (30) calendar days from the date the notice was mailed.

Notwithstanding the above, the Contractor will not be relieved of liability to Parish for damages sustained by Parish by virtue of any breach of this Agreement by the Contractor.

17.0 Termination for Convenience

Parish may terminate this Agreement at any time by giving thirty (30) days written notice to the Contractor of its intent to terminate this Agreement.

The Contractor, upon receipt of such notice, shall immediately discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement.

The Contractor shall, as soon as practicable after receipt of notice of termination, submit a statement showing in detail the services performed and payments received under this Agreement to the date of termination.

The Parish shall then pay the Contractor promptly that portion of the prescribed fee to which both parties agree.

Contractor fully acknowledges that no payment will be made for any work performed or expenses incurred after receipt of the termination by either party unless mutually agreed upon in writing.

Failure to meet agreed delivery dates or authorized extensions are considered substantial failures and breach of this contractual agreement by Contractor.

18.0 Force Majeure

Contractor's performance of its obligations hereunder shall be excused in the event and during the period that such performance is prevented or rendered unsafe by the following: acts of God; acts of war, riot, accident, flood or sabotage; pandemic, unavailability of adequate staff or fuel, power or materials; judicial or governmental laws, regulations, requirements, orders or actions; injunctions or restraining orders which are ultimately determined to have been wrongfully granted; the failure of any governmental body to issue or grant, or the suspension or revocation of, licenses, permits or other approvals or authorizations necessary for the performance of the services contemplated by this agreement; or national defense requirements.

19.0 Severability Clause

If any one or more of the provisions contained in this Agreement shall, for any reasons, be held to be invalid, illegal or unenforceable, in whole or in part, such invalidity, illegality, or unenforceability shall not affect any other provisions of this Agreement, and in such an event, this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

20.0 Venue

This Agreement shall be governed by the laws of the State of Louisiana. Proper venue for any lawsuit arising under the terms of this Agreement shall be the Fortieth Judicial District Court, St. John the Baptist Parish and any appropriate Appellate therefrom. Proposer hereby agrees and consents to personal and/or in rem jurisdiction of the trial and appropriate Appellate courts.

21.0 Discrimination Clause

The Proposer agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and Proposer agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

22.0 Licenses and Taxes

The Proposer must be properly licensed and certified by any and all regulatory agencies (Federal, State, and Local) requiring licensing and/or certification with regard to this proposal.

CORPORATE RESOLUTION
(Corporations must use and submit their form)

1. The named signatory is the same individual authorized to sign pursuant to the contract language in the appearance clause.
2. An officer listed on the Corporation's Secretary of State listing has certified the Corporate Resolution.
3. The corporate resolution shall not be more than one year old.
4. The company properly grants authority to a named individual to sign on behalf of the company (authority granted by a corporation is granted through its board of directors).
5. Document shall be submitted with the submittal.

CERTIFICATE OF AUTHORITY
(LLC must use and submit their form)

1. The named signatory is the same individual authorized to sign pursuant to the contract language in the appearance clause.
2. An officer listed on the LLC's Secretary of State listing has certified the Certificate of Authority.
3. The Certificate of Authority shall not be more than one year old.
4. The Certificate of Authority is notarized.
5. The company properly grants authority to a named individual to sign on behalf of the company.
6. Document shall be submitted with the submittal.

PAST CRIMINAL CONVICTIONS OF BIDDERS ATTESTATION (LA. R.S. 38:2227)

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____, (Appearer) the owner/authorized representative of

Company / Individual / Legal Entity Name

Appearer, as a Bidder on the herein named Project, does hereby attest that:

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to, any of the following state crimes or equivalent federal crimes:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)

- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

B. For five years prior to the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of business record (R.S. 14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Contractor's misapplication of payments (R.S. 14:202)

- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Issuing worthless checks (R.S. 14:71)
- (i) Malfeasance in office (R.S. 14:134)

Name of Bidder

Signature of Authorized Signatory of Bidder

Project Name/Number

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 20_____.

Notary Signature

Printed Notary Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

ST. JOHN THE BAPTIST PARISH
NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT
(Pursuant to La. R.S. 38:2224 and La. R.S. 23:1726(B))

STATE OF _____

PARISH/COUNTY OF _____

Before me, the undersigned authority, came and appeared,

I, _____, the owner/authorized representative of

Company/Individual/Legal Entity Name

who, being first duly sworn, depose and state that I personally and as an authorized representative of the above identified legal person executes this continuing affidavit stating that neither the above named Contractor nor a person acting on its behalf, either directly or indirectly, employed, paid, nor promised any gift, consideration or commission to any person or legal entity to procure or assist in procuring this public contract, other than persons regularly employed by Contractor whose services were in the regular course of their duties for Contractor in connection with the construction, alteration or demolition of a public building or project.

The above named Contractor, if awarded, continually affirms that no part of the contract price received by Contractor was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services were in the regular course of their duties for Contractor.

The above named Contractor hereby attests and certifies that it does not have any unpaid assessment or penalty levied against it regarding unemployment compensation and currently does and will continue to properly classify each employee.

Contractor verifies that Contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to: Saint John the Baptist Parish, 1801 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days after contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

_____ Signature of Authorized Signatory	SUBSCRIBED AND SWORN BEFORE ME ON THIS ____ DAY OF _____ 20____.
_____ Printed Name of Signatory	_____ Notary Signature
_____ Title of Authorized Signatory	Printed Notary Name: _____
_____ Project Name/Number	Notary/Bar Roll Number: _____
	My Commission is for/expires on: _____



Certification Regarding
Debarment, Suspension, and Other Responsibility
Matters Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or Voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) Terminated for cause of default.
- (2) Where the Prospective primary participant is unable to certify to any of the statements in this Certification, such prospective primary participant shall attach an explanation to this proposal

Business Name: _____

Date _____ By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the Prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this covered transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered transaction, provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may but is not required to check the Non-Procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction fore cause or default.

E-VERIFY AFFIDAVIT

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

_____, I, _____, the owner/authorized representative of

Company/Individual/Legal Entity
Name

who hereby personally and as the authorized representative of the above identified legal person executes this affidavit, as the undersigned Company verification of its current and future compliance with L.S.A. R.S. 38:2212.10, stating affirmatively that it and each individual, firm or corporation associated with it and engaged in the physical performance of services in the State of Louisiana, under a contract with St. John the Baptist Parish has registered with, is participating in, and shall continue to participate in a federal work authorization program designated as such under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, which is operated by the United States Department of Homeland Security, known as the "E-Verify" program. The Company hereby verifies the legal status of all existing and new employees in the State of Louisiana by attesting herein that each is a citizen of the United States or legal aliens as defined by now effective immigration laws of the United States of America.

Company shall not assign this Contract or any monies due or to become due hereunder, or subcontract any part of the Work without the prior written consent of St. John the Baptist Parish.

Company verifies that the Company will collect an affidavit in this form from any approved subcontractor and forward a copy to: St. John the Baptist Parish, 1811 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days of contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

Signature of Authorized Signatory

Date E-Verify ID Assigned

Printed Name of Signatory

E-Verify ID

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF _____, 20____

Notary Signature

Printed Notary Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

EXHIBIT A
Scope of Work

The Company shall provide written responses to the following requests in the same order as requests are stated. The Company shall address the following requests with sufficient detail to allow the Parish to understand how the company would fulfill the Parish's needs.

- I. The Parish currently contracts with Blue Cross and Blue Shield of Louisiana for health insurance. Current health benefits are outlined in Attachment 1, Plan Descriptions. Coverage for new employees takes effect on the first day of the month following thirty (30) days of employment. The Parish pays 85% of the monthly base plan (HMO) amount for active employees and their dependents, and 100% for retiree* and dependent premium for those who retired by 1/31/21. Active employees (and those retiring after 1/31/21) pay 15% of the monthly premium for the base plan. Anyone enrolled in the buy-up plan (POS) pays the difference between the POS monthly premium and the equivalent of 15% of the HMO monthly premium.
- II. The Parish is seeking proposals that substantially match the current structures, benefit levels and access to network, as illustrated in Attachment 1; that quote alternate plans that generate value or cost-savings to the Parish. Multi-year rate and fee guarantees will be considered. Any deviation from the current plans should be clearly stated.
- III. Other requirements that the Proposer must meet:
 - A. Plan Management
 1. Company must assume the takeover will not exclude any pre-existing condition or require evidence of insurability.
 2. Company must be able to integrate with Automatic Data Processing, Inc. (ADP) benefits platform for enrollment, deletions, and changes through weekly Electronic Data Interchange (EDI) transmission. Company shall at time of submission, describe its experience in providing (or its ability to provide) this service.
 3. Company shall, at its own expense, provide dedicated personnel for enrollment, implementation, and claims handling for appropriate lines of coverage. This will include assistance with enrollment meetings, training in all online procedures, provision of employee booklets and materials, and ongoing account support throughout the contract period. Claims support and assistance with claims questions and provider relations shall be provided.
 4. Company shall stay abreast of applicable federal and state legislation and advise the Parish of same.
 5. Company shall provide services in accordance with eligibility and benefit information provided by Parish staff.
 6. Company shall accept reporting of eligibility by the Parish and agree to use this data as the record for validating eligibility and paying claims.

7. Company shall have the ability to administer an employee's record in the eligibility and claims systems using an alternate ID number, not a Social Security Number.
8. Company shall agree to accept additions, deletions, and changes for active employees and COBRA participants via electronic files, and Company agrees to accept the monthly hardcopy file as supporting documentation for the monthly premium calculation and payment.
9. Company shall administer benefits on the Parish's designated plan year of January 1st through December 31st for at least a 11-month contract.
10. Company shall allow the Parish the right to audit any and all records pertaining to the Parish account, subject to Health Insurance Portability and Accountability Act (HIPPA) privacy laws.
11. Company shall provide strategies and recommendations for wellness and prevention, chronic disease and large case management. Include examples of what Company currently provides to other employers to educate members about wellness, health benefits, and becoming better-informed healthcare consumers, and the results achieved.
12. Company shall agree to accept the Parish's policy provisions regarding coverage continuation for employees on an approved Leave of Absence. The Parish provisions allow an active employee to go on an unpaid leave of absence; become eligible for and select COBRA; then return to an active employee status resulting in additional administrative processing.
13. Company shall provide quarterly claim reports illustrating premiums verses claims.
14. Company shall agree to cover the cost of allowing employees/dependents who are in an active treatment program under the incumbent behavioral health plan during January 1, 2024 to continue receiving medically necessary care from their therapists for a transitional period of sixty (60) days.
15. Company shall agree to share in the cost of sponsoring annual health fairs and wellness seminars and provide staff for Parish's annual health fair. Additionally, Company should attend or provide speakers for Parish's periodic wellness seminars and activities.

B. Customer Service

1. Company shall provide a dedicated toll-free customer telephone line to be staffed Monday through Friday from 8:00 AM to 5:00 PM CST. Representatives should be able to assist in answering inquiries regarding specific details of the Parish's medical plan.
2. Company shall describe its Internet services available to members and providers.
3. Company shall mail membership ID cards to employees' home address; provide the Parish with updated online physician directories and other program information.

Quantity: There is no guaranteed amount of services intended either expressly or implied, to be purchased or contracted for by the Parish. However, the Company awarded the contract shall furnish all required services to the Parish at the stated price, when and if required.

Regulatory Requirements: The proposed contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, including IICRC Flood Certified, pertaining to the performance of the work specified herein. Ignorance on the part of the proposed contractor shall not, in any way, relieve the contractor from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

EXHIBIT B
Pricing Schedule

Provide premium rates for proposed plan(s). Current premium rates are listed below:

Current Premium Rates:

HMO	Monthly Premium
EE Only	\$ 890.44
EE + Child(ren)	\$ 1,780.88
EE + Spouse	\$ 1,647.32
Family (EE, Spouse, & Child(ren))	\$ 2,537.75

POS	Monthly Premium
EE Only	\$ 937.24
EE + Child(ren)	\$ 1,874.49
EE + Spouse	\$ 1,733.90
Family (EE, Spouse, & Child(ren))	\$ 2,671.14

Proposed Premium Rates:

	Monthly Premium
EE Only	
EE + Child(ren)	
EE + Spouse	
Family (EE, Spouse, & Child(ren))	

	Monthly Premium
EE Only	
EE + Child(ren)	
EE + Spouse	
Family (EE, Spouse, & Child(ren))	

EXHIBIT C
SELECTION/SCORING CRITERIA

St. John the Baptist Parish may select any or all of the proposals that best contribute to the overall functioning of the Parish. All proposals will be evaluated by applying a set of evaluation criteria and awarding points to each proposal.

The following criteria and corresponding point system will be utilized to evaluate all respondents. The award will be made to the firm which scores the highest number of points and whose costs are deemed reasonable for similar work.

CRITERIA

MAXIMUM POINTS

Proposed Coverage 40 points

Proposed coverage should substantially match the current plan, benefit levels and access to network as outlined in Attachment 1 or provide a plan design that generates the best value for employees and the Parish. Deviations will be evaluated on an item by item basis taking into consideration cost, any proposed alternative benefit and potential impact on employee satisfaction.

Quality of Service 5 points

Primary focus will be on the verifiable reputation of the Company for conducting business. It will include items such as claim processing procedure and quality of informational literature describing products and processes. Higher ratings will be given for make-up and stability of PPO networks and the ease of conducting business by both the employer and the employee.

Technical Capabilities 15 points

Ability to integrate with Parish's automated benefits platform to accept enrollments, deletions, and information changes through weekly Electronic Data Interchange (EDI) transmission.

Financial Stability and Assigned Rating of Carrier 5 points

A. M. Best, Standard and Poor's, and Moody ratings will be considered, as well as the general reputation for Company stability within the industry.

Pricing 35 points

Price will be evaluated for the best overall value to the Parish. While cost is of specific importance, lower cost achieved by a reduction in coverage is not an objective of the Parish. The quality of the proposed plan(s) and other features in relation to price will also be considered.

TOTAL MAXIMUM POINTS **100**