



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

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

**Proposal No. RFP 2025.21**

**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 2025.21 Group Life Insurance".***

**FOR QUESTIONS OR COMMENTS REGARDING THIS RFP, PLEASE CONTACT:**

**Peter Montz, Chief Administrative Officer**

**Phone: (985) 652-9569**

**[p.montz@stjohn-la.gov](mailto:p.montz@stjohn-la.gov)**

**Questions and comments must be submitted no later than 10:00 A.M. on September 26, 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 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 Life 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 group life insurance for its employees, retirees, and their dependents. The successful Company will be expected to provide a benefit plan that substantially matches the Parish’s current plan as outlined in Attachment 1, Current Life Plan Information, 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 Basic Life and Accidental Death and Dismemberment coverage through Companion Life Insurance Company since 2023, at no cost to the employee. Coverage for new employees takes effect on the first day of the month following thirty (30) days of employment. The life insurance amounts are based on job classification. Employees receive coverage in the amounts of \$25,000, \$30,000 (Assistant Directors, Managers, and Parish Councilmembers), or \$50,000 (Department Heads and Officers) which they keep if they retire. Retiree life coverage reduces based on the reduction formula illustrated in the plan design.

Optional life premiums are paid by the employee through payroll deductions for coverage amounts based on the formula described in the current plan design.

The Parish’s enrollment consists of employees, retirees, of the St. John the Baptist Parish Council, Parish Libraries, Assessor’s Office, and their eligible dependents.

#### **This RFP package includes the following:**

1. Required Signature Page for Proposals
2. General Terms and Conditions
3. Proposal Format
4. Exhibit A – Evaluation Criteria
5. Exhibit B – Pricing Information
6. Attachment 1 – Current Plan Design
7. Attachment 2 – Claims Experience
8. Attachment 3 – Census
9. Attachment 4 – Current Billing

#### **OBJECTIVES OF RFP**

The objectives of this RFP are:

1. To offer a full complement of affordable life insurance benefits and claims administration in order to attract and retain valued employees as well as ensure long-term well-being.
2. To match its benefits as closely as possible as described in the Scope of Work section of the RFP.
3. To offer optional life plan designs that generate the best value for employees.
4. To have minimal disruption for our employees upon change to new carrier.

5. To secure the lowest possible rates for our life insurance benefits while providing a high level of service and accuracy.
6. To realize high quality account management, reporting and customer service.

## **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 administering life insurance plans and providing similar services as described in the 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 be licensed to conduct insurance business in the State of Louisiana;
4. If proposal is submitted on behalf of an agent/broker, agent/broker must be licensed by the Louisiana Department of Insurance;

### **Proposers must submit the following information:**

1. Required signature page (cover page);
2. General Terms and Conditions
3. Response to the Scope of Work (Exhibit A);
4. Pricing Schedule (Exhibit B);
5. 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.;
6. Debarment & Suspension Certification (Sam.gov)
7. Past Criminal Convictions of Bidders Attestation
8. Non-Solicitation and Unemployment Affidavit
9. Corporate Resolution

## **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](http://www.sjbparish.gov) or Central Bidding at [www.centralbidding.com](http://www.centralbidding.com). Electronic proposals will be accepted only on [www.centralbidding.com](http://www.centralbidding.com).

- 1.3 Written addenda to the RFP may be issued to provide clarification, corrections, or to answer questions. It is the Company's responsibility to periodically check either with Jean Stewart in the Department of Purchasing and Procurement, parish website, or Central Bidding for addenda that may be issued to implement changes or clarifications to the RFP, prior to due date.
- 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. on September 26, 2025.

## **2.0 Submission of Proposal**

- 2.1 Proposals must be submitted by the time and date specified in this RFP.
- 2.2 Each Company shall provide a submittal package based on the designated Selection/Scoring Criteria in Exhibit C. The submittal shall provide clear and sufficient information to enable the selection committee to evaluate the responsiveness and quality of the proposal. 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 Company 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 Companies/Consultants 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 D (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 will be considered. The proposed company will begin work without unreasonable delay and without suspension of work unless authorized in writing by the Parish. **The Parish will not honor or consider any price increase, or add-on cost during the established performance period. The proposed company must submit firm fixed pricing.**

## 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 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 Department 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 the Accounts Payable Department by the 10<sup>th</sup> 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 Contractor 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.

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.

**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, 1811 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

Federal Recycling Program



Printed on Recycled Paper

## 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.

**EXHIBIT A**  
**Scope of Work**

- I. The Parish currently contracts with Companion Life Insurance Company for life insurance. Current life benefits are outlined in Attachment 1, Current Plan Design. Coverage for new employees takes effect on the first day of the month following thirty (30) days of employment. The Parish pays 100% of the premium for basic life and accidental death and dismemberment for employees, and 100% of dependent life for dependents. Optional life premiums are paid 100% by the employee.
- II. The Parish is seeking proposals that substantially match the current structure and benefit levels, as illustrated in Attachment 1.
- 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 for basic life and basic accidental death & dismemberment coverage.
    - 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 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 1<sup>st</sup> through December 31<sup>st</sup> for at least a 12-month contract.
10. Company shall allow the Parish 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 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 unpaid leave of absence; become eligible for and select COBRA for health, dental, and vision coverage; then return to an active employee status resulting in additional administrative processing.
12. Company shall provide quarterly claim reports illustrating premiums versus claims.
13. 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 and provider relations shall be provided.

**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 life plan.
2. Company shall describe its Internet services available to members.

**Quantity:** There is no guaranteed number 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 of responsibility for compliance with said laws and regulations or any of the provisions of these documents.

**EXHIBIT B**  
**Pricing Information**

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

**Current Premium Rates:**

<b>Basic Life and AD&amp;D</b>	
Employee Basic Life	\$1.05/1000
Employee Basic AD&D	\$0.003/1000
Dependent Basic Life	\$1.348/Unit

**Employee Optional Life, AD&D, and Dependent Optional Life Rates**

Employee Optional Life	
Age band	Monthly rate
Under age 20	\$0.064
20-24	\$0.064
25-29	\$0.064
30-34	\$0.064
35-39	\$0.090
40-44	\$0.154
45-49	\$0.243
50-54	\$0.386
55-59	\$0.617
60-64	\$0.938
65-69	\$1.454
70+	\$2.326
Rate basis: Per \$1,000 of volume	

Spouse Optional Life	
Age band	Monthly rate
Under age 20	\$0.052
20-24	\$0.052
25-29	\$0.052
30-34	\$0.052
35-39	\$0.073
40-44	\$0.125
45-49	\$0.198
50-54	\$0.312
55-59	\$0.499
60-64	\$0.759
65-69	\$1.175
70+	\$1.175
Rate basis: Per \$1,000 of volume	

**Proposed Premium Rates:**

<b>Basic Life and AD&amp;D</b>
Employee Basic Life
Employee Basic AD&D
Dependent Basic Life

**EXHIBIT C**  
**Selection/Scoring Criteria**

St. John the Baptist Parish shall have the right to reject or accept any Proposal or offer, or any part thereof (e.g. any component of any proposal) for any reason whatsoever and to accept other than the lowest offer, at its sole discretion. 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. Each proposal shall be evaluated and assigned points based on proposed coverage, quality of service, financial stability, and pricing. The maximum number of points for the base proposal is 100. The award will be made to the firm which scores the highest number of points and whose costs are deemed reasonable for similar work.

<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>
<u>Proposed Coverage</u>	<u>40 points</u>
Proposed coverage should substantially match the current plan and benefit levels 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.	
<u>Quality of Service</u>	<u>10 points</u>
Primary focus will be on the verifiable reputation of the Company for conducting business. It will include items such as enrollment process, claims processing procedure and quality of informational literature describing products and processes. Higher ratings will be given for the ease of conducting business by both the employer and the employee.	
<u>Technical Capabilities</u>	<u>10 points</u>
Ability to integrate with Parish's automated benefits platform (provided by ADP) to accept enrollments, deletions, and information changes through weekly Electronic Data Interchange (EDI) transmission.	
<u>Financial Stability and Assigned Rating of Carrier</u>	<u>10 points</u>
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.	
<u>Pricing</u>	<u>30 points</u>
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.	
<b>TOTAL MAXIMUM POINTS</b>	<b>100</b>