

REQUEST FOR QUALIFICATIONS

**Employee Benefits and Insurance Programs
October 29, 2013**

SEMINOLE NATION OF OKLAHOMA

Procurement Office
P.O. Box 1498
Wewoka, OK 74884

1. OBJECTIVE

The Seminole Nation of Oklahoma (Nation) is seeking qualifications from licensed brokers to assist the Nation with its employee benefits and insurance programs. This Request for Qualifications (RFQ) is being done with the objective of evaluating our current Broker/Agent relationships relative to other interested parties and their ability to provide the outlined "Scope of Work." Firms are invited to submit their qualifications for consideration in providing a proposal for this scope of work. After evaluation of all submittals, a short list of firms will be invited to provide a formal proposal.

In issuing a RFQ, the Nation is soliciting qualifications from organizations with experience in representing Tribal entities. We are seeking a state licensed, experienced, quality, capable, customer-service oriented firm to assist with the procurement and other administrative aspects of employee insurance including Medical, Dental, Life, and Vision. Supplemental insurance policies should include short-term disability, supplemental life, long-term disability, and other voluntary insurance products. The Nation currently has fully-insured policies for Medical, Dental, Vision, and Life insurance. Additional supplemental policies may be purchased by individual employees. Because Seminole Nation currently purchases their health insurance through Aetna, and has an in-house Benefits Administrator, administration is not included in the scope of work. The Nation is also exploring the possibility of moving to self-funded policies and wants to explore the feasibility of doing so.

The anticipated duration for the initial Broker/Agent services is for a period not to exceed three (3) years. The duration may be reviewed from year to year at the Nation's sole discretion, and the Nation may further extend the relationship on an annual basis. Conversely, Nation reserves the right to terminate the relationship at any time should it be determined that the Broker/Agent is not fulfilling the "Scope of Work" as expected. The Broker/Agent relationship is expected to commence immediately following the selection process.

2. BACKGROUND

The Seminole Nation employs approximately 250 Tribal Employees in three different locations. The Nation's current plan has a renewal date of March 1, 2014. The Nation currently pays 100% of all medical and dental premiums for employee only coverage.

3. SCOPE OF WORK (SOW)

At a minimum, the selected firm would provide the following services:

- Assist the Nation with benefit plan designs and any necessary or requested program changes, including evaluation of self-insured plans;
- Assist the Nation in the evaluation of current EAP plan, as well as negotiation of new plans.
- Assist the Nation in compliance with the ACA compliance requirements.

REQUEST FOR QUALIFICATIONS

Employee Benefits and Insurance Programs October 29, 2013

SEMINOLE NATION OF OKLAHOMA

Procurement Office
P.O. Box 1498
Wewoka, OK 74884

- Assist the Nation in negotiating renewals and program changes by marketing the Nation's program to qualified providers and competitively procuring quotes, working with company representatives to encourage cost reductions, and proactively initiating and making recommendations to the Nation.
- Be fully and intimately knowledgeable with and able to interpret the Nation's insurance policies and benefits;
- Be knowledgeable of all Oklahoma and Federal laws regarding insurance including COBRA, HIPAA, GINA, and other plan designs such as HRAs and FSAs;
- Assist in the resolution of any insurance claim problems individual employees may experience;
- Assist in development and design of informational materials, surveys, payroll stuffers and employee meetings to promote understanding of Nation's benefits;
- Perform other tasks as assigned and negotiated by the Nation.

4. SUBMISSION REQUIREMENTS

Interested and qualified firms should submit the following information in their Statement of Qualifications, organized in the order listed below:

- Title Page.
- Table of Contents.
- An overview of the firm including historical background, length of time in existence, and structure of the company.
- List of similar accounts, including those of other Tribal employers.
- Reference list with at least five (5) clients, addresses, telephone numbers and contact persons, with estimated employee size, time period served, and type of insurance brokered.
- List of ancillary services your firm provides, such as Flexible Spending Account administration, COBRA administration, wellness programming initiatives, etc.
- Fee schedule and narrative on how your firm would expect to be compensated.
- A statement indicating the location of the firm and where the majority of the work will be performed. In addition, please comment on whether any of the anticipated work would be contracted out.
- The firm should provide an affirmative statement that it is independent of the Seminole Nation of Oklahoma.
- If Indian Preference or any other Federally Recognized Preference is being claimed, documentation must accompany your submittal.
- Other items the consulting firm wishes the Seminole Nation to consider in evaluating the firm's Qualifications.

5. SELECTION CRITERIA

Statement of Qualifications will be reviewed jointly by the Procurement Office and Human Resources for selection.

The award of this contract shall be made to the responsible proposer whose SOQ is most advantageous to the Seminole Nation of Oklahoma. The following point range will be used during the evaluation process:

REQUEST FOR QUALIFICATIONS

Employee Benefits and Insurance Programs October 29, 2013

SEMINOLE NATION OF OKLAHOMA

Procurement Office
P.O. Box 1498
Wewoka, OK 74884

1. Responsiveness in clearly stating an understanding of the work to be performed.
0 to 30 Points
2. Professional experience of the firm.
0 to 20 Points
3. Qualifications of staff, including consultants, to be assigned to the Nation.
0 to 20 Points
4. Cost of the Services.
0 to 20 Points
5. Indian Preference and/or all other Federally Recognized Preferences.
10 Points

If you wish to prepare a submittal, please return three (3) complete sets of your Statement of Qualifications by 12:00PM (CST) on Monday, December 2, 2013. They should be addressed as follows:

Seminole Nation of Oklahoma
Tammy Norris, Procurement Officer
RFQ – Employee Benefits & Insurance
36645 Hwy 270
P.O.Box 1498
Wewoka, Oklahoma 74884

NO PHONE CALLS. Questions should be in writing and emailed to:
Tammy Norris, Procurement Officer
norris.t@sno-nsn.gov

It is anticipated that the selected firm would begin providing services to the Seminole Nation effective January 1, 2014.

RIGHT TO REJECT

The Nation reserves the right to reject any or all proposals, if, in the Nation's judgment, the proposal(s) in question does not meet the needs of the Nation, or for any reason it deems suitable.