



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

DEPARTMENT OF GENERAL SERVICES

PAUL N. PROTO
DIRECTOR

**Request for Proposal
Group Health Care Program
County of Henrico Government and Public Schools**

ISSUANCE DATE: January 26, 2007

ACCEPTANCE DATE: 2:00 pm, Eastern Standard Time, March 16, 2007

RFP NUMBER: 06-8053-11CS

ACCEPTANCE PLACE: Department of General Services
County of Henrico
Purchasing Office
P.O. Box 27032 (23273-7032) **(U.S. Postal Service)**
1590 E. Parham Road (23228) **(Hand Delivery)**
Richmond, Virginia

PERIOD OF CONTRACT: From Date of Award, effective January 1, 2008
through December 31, 2010, with the option to renew
for two additional one year terms, contingent upon
rate adjustments and the availability of funds.

Your firm is invited to submit a proposal to provide a group health care program, including medical and/or prescription drug coverage, to the County of Henrico and Henrico County Schools in accordance with the enclosed specifications.

The following responses are being solicited:

- 1) Proposals for the medical and prescription drug program under a self-insured funding arrangement with reinsurance
- 2) Self-insured carve-out prescription drug proposals from Pharmacy Benefit Management firms
- 3) Proposals to provide Medicare Supplement medical and/or Part D prescription drug coverage to Medicare-eligible retirees and Medicare-eligible spouses of retirees

Your firm is invited to respond to all or some of these options.

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The submittal consisting of the original proposal, including any other documents required, and 12 additional copies marked, "A Proposal for Group Health Care Program", must be received no later than **2:00 p.m., Eastern Standard Time, March 16, 2007**, at the Acceptance Place listed above.

Time is of the essence and any proposal received after **2:00 p.m., March 16, 2007**, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock stamp in the Purchasing Office of the Department of General Services. Proposals shall be placed in a sealed, opaque envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Offerors are responsible for ensuring that their proposal is stamped by Purchasing Office personnel by the deadline indicated.

A Pre-Proposal Conference will be held on **February 9, 2007 at 10:00 a.m.** in the **General Services Conference Room at 1590 E. Parham Road, Richmond, Virginia 23228** at which time offerors will have an opportunity to ask questions regarding this solicitation. **Only two (2) representatives from each firm will be allowed to be present at the pre-proposal conference.** Offerors are encouraged to e-mail or fax questions prior to the pre-proposal conference to the County's consultants at Wachovia Employer Solutions Group by **5:00 p.m., February 7, 2007**. Questions should be directed to Debbie Foster at Wachovia Employer Solutions Group, e-mail address Debbie.Foster@Wachovia.com, fax number (804) 330-1386. This will assist the County in preparing for the preproposal conference.

Questions regarding the procurement process should be directed to Cecelia Stowe, Purchasing Manager for the County of Henrico, at (804) 501-5685.

Questions of a substantive nature concerning the RFP should be put in writing and e-mailed or faxed to Debbie Foster at Wachovia Employer Solutions Group. Material questions will be answered in writing and will be distributed to all firms who receive the RFP. **However, all questions must be submitted no later than 5:00 p.m., February 16, 2007.** If it becomes necessary to revise any part of this request or if additional data are necessary to enable an exact interpretation of provisions of this request, an addendum will be issued. Offerors will be required to acknowledge receipt of all addenda, but it is the responsibility of each offeror to ensure that it has received all addenda prior to submitting a proposal.

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IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

Very truly yours,

Paul N. Proto
Director of General Services

Cecelia H. Stowe, CPPO, C.P.M.
Purchasing Manager