



RC-015-Q-0910
BROKERS, SALES AGENTS, OR CONSULTANTS FOR HEALTH AND WELFARE INSURANCE

Read all parts of the solicitation package thoroughly.

Follow all instructions exactly as written.

Return all paperwork requested.

Sign all documents as required.

Submit your complete package on or before the date required, before the time requested.

All Qualifications must be in English.

All cost and prices given must be in United States of America's currency.

** Upon receipt of this document electronically, the receiving party shall promptly issue an acknowledgement in writing on company/firm letterhead to the Director of Procurement address same as Section A, page #4, block # 6. Acknowledgements can be faxed to (803) 576-2135. The County will not be responsible for addendum's not received. Qualifications will not be accepted without receipt of acknowledgement.*

When received electronically this document shall be deemed to be signed on this page and when printed and maintained as a whole and in the normal course, shall be deemed to constitute an original document for all legal purposes, and shall not be contestable as to the validity or enforceability.

Richland County shall not be liable for any incidental or consequential damages arising from or as a result of the electronic transmission of this document, acknowledgements, or other data hereunder. In the event of receipt of an electronic document that is garbled in transmission or improperly formatted the Director of Procurement must be notified immediately for issuance of hard copy.

Failure to comply with the above could result in being declared non-responsive and may cause your Qualifications to not be considered.

All Questions must be addressed to the Person Listed in Block 3 of Section "A" Prior to Completing and Submitting Qualifications

Contracting Officer or Authorized Representative:	Signature:	Date:
Rodolfo Callwood, CPPO, CPPB		January 4, 2010

TABLE OF CONTENTS

1. Solicitation Contents:

Sections	Form Description	# of Pages	Return with Qualification
Cover Page	Cover Page	1	No
Table of Contents	Table of Contents	1	No
Section - A	Solicitation, Offer & Award	1	Yes
Section - B	Statement of Assurance, Compliance and Non-collusion	1	Yes
	Drug Free Workplace	1	Yes
	No Response Form (Return Only If Not Participating)	1	Yes
Section - C	General Information	1	No
Section - D	Special Conditions	6	No
Section - E	Requirements	5	Yes
Section - F	Type Business & Minority/Woman Owned Business Participation	1	Yes
2. <u>Acknowledgment of Amendments</u>		Amendments #	Date
Offeror acknowledges receipt of the following amendment(s) to the solicitation (give number and date of each)			

Section - A

Solicitation Offer & Award

RICHLAND COUNTY COLUMBIA, SOUTH CAROLINA 29204					
REQUEST FOR SOLICITATIONS, OFFERS AND AWARDS (supplies, equipment or services)					
*****Solicitation Information*****					
1. SOLICITATION: #RC-015-Q-0910		4. <u>Brief Description:</u> BROKERS, SALES AGENTS, OR CONSULTANTS FOR HEALTH AND WELFARE INSURANCE			
2. ISSUE DATE: Monday, January 11, 2010					
3. FOR INFORMATION CALL: (803) 576-2133					
Procurement Agent : Rodolfo Callwood					
Fax: (803) 576-2135 E-mail: rcallwood@rcgov.us					
5. SUBMIT SOLICITATIONS TO: Richland County Office of Procurement 2020 Hampton Street, Suite 3064 Columbia, South Carolina 29204 (THIRD FLOOR)		6A. Pre-Solicitations Conference: NONE			
6B. Submission Deadline: Day: FRIDAY Date: FEBRUARY 12, 2010 Time: 4:00 P.M. Local Time					
7. Submit Sealed Solicitations: (1) one original (1) electronic of the original version					
8. Firm Offer Period: Ninety Days					
8. This solicitation and any resulting contract consists of Section "A" through Section "F" to include all addendum's					
>>>>>>>>>>>>>>>>>>Offer (To be completed by Offeror)<<<<<<<<<<<<<<<<<					
9. BUSINESS CLASSIFICATION		(Check Appropriate Box)		☐ Partnership ☐ Corporation ☐ Individual	
				☐ Sole Partnership ☐ Trading under Trade Name	
11. Offer: In compliance with above, the undersigned agrees, if this Solicitation is accepted within the period specified in Block 8, above, to furnish any or all information requested.					
12. Qualifier's name and address (Type or print): E-mail Address: Telephone Number: Fax Number: Federal Identification Number:		13. Name & Title of Person Authorized to sign the Solicitations. (Type or Print):			
		14. Qualifier's Signature & Date			
		15. Subscribed and sworn to me This ____ day of ____, 20____. My commission expires: ____ (Title) SEAL (Must be notarized by a Public Notary)			
>>>>>>>>>>>>>>>>>>AWARD (To be completed by Richland County)<<<<<<<<<<<<<<<<<					
16. Richland County Council Approval Date:		17. Total amount of award:		17. Contract number:	
Contracting Officer: Rodolfo Callwood, CPPO, CPPB		19. Signature:		20. Award date:	

Solicitation – B

*Statement of Assurance,
Compliance &
Non-collusion*

Drug Free Workplace

No Response Form

Statement of Assurance, Compliance and Non-collusion

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

- (1) The undersigned, as Offeror, certifies that every provision of this Qualification have been read and understood.
- (2) The Offeror hereby provides assurance that the firm represented in this Qualification:
 - (a) Shall comply with all requirements, stipulations, terms and conditions as stated in The submittal/submittal document; and
 - (b) Currently complies with all Federal, State, and local laws and regulations regarding employment practices, equal opportunities, industry and safety standards, performance and any other requirements as may be relevant to the requirements of this solicitation; did not participate in the development or drafting specifications, requirements, statement of work, etc. relating to this solicitation; and
 - (c) Is not guilty of collusion with other Offerors possibly interested in this Qualification in arriving at or determining prices and conditions to be submitted; and
 - (d) No person associated with Offeror's firm is an employee of Richland County. Should Offeror, or Offeror's firm have any currently existing agreements with the County, Offeror must affirm that said contractual arrangements do not constitute a conflict of interest in this solicitation; and
 - (e) That such agent as indicated below, is officially authorized to represent the firm in whose name the Qualification is submitted.

Name of Firm:

Name of Agent:

Signature & Title:

Address:

Subscribed and sworn to me this _____ day of _____, 20_____.

_____ My commission expires:
(Title)

NOTARY SEAL:

Drug Free Workplace Act Statement

The undersigned hereby certifies that he/she understands and is in full compliance with the requirements set forth in Title 44, Code of Laws of South Carolina, 1976, Chapter 107, Paragraph 47, as set forth in item 41 of the general conditions of this solicitation.

Name of Company: _____

Agent of Company: _____

Signature of Agent: _____

Date: _____

Subscribed and sworn to me this _____ day of _____, 20____.

_____ My commission expires:

(Title)

NOTARY SEAL:

No Qualification Response

If a "No Qualification" is to be submitted, please check the appropriate box(es) below and return this form, prior to the Qualification due date, to:

Richland County Office of Procurement
2020 Hampton St, Suite 3064
Columbia, SC 29204

Cannot respond to this solicitation due to the following reason:

- ☐ Do not sell or provide the requested goods or services
- ☐ Cannot comply with specifications/statement of work
- ☐ Specifications/statement of work is unclear
- ☐ Cannot meet delivery or period of performance
- ☐ Delivery/period of performance is unreasonable
- ☐ Cannot meet the bond requirements
- ☐ Not enough time to prepare Qualification
- ☐ Plan to subcontract
- ☐ Job is too large
- ☐ Job is too small
- ☐ Other(please specify) _____

Company: _____

Phone/Fax: _____

Company Rep.: _____

Signature: _____

SECTION – C

GENERAL INFORMATION

About Richland County

The County is located in the center of South Carolina and covers a total area of 756 square miles. The County surrounds the state capital city of Columbia, which is also the County seat. Established in 1785, the County has grown to become home to just over 334,000 residents, and represents a thriving business, industrial, governmental, and educational center. The County employs approximately 1765 people and operates a general fund budget in excess of \$100 million dollars.

Ranked consistently as one of the fastest growing areas in the State, Richland County and Columbia possess a virtually recession-proof economy. This is due to the presence of the seats of State and County government, the University of South Carolina, 7 additional institutions of higher education, and Fort Jackson (the nation's largest and most active initial entry Army training base). Other positive attributes of the area include the new 142,500 sq. ft. Columbia Metropolitan Convention Center, Riverbanks Zoo & Botanical Gardens (twice awarded the Governor's Cup for the most outstanding tourist attraction in South Carolina), the Richland County Public Library (ranked 8th national among urban libraries serving a population of 250,000 – 499,999) and the Colonial Center (the largest arena in the state of South Carolina at 18,000 seats and the 10th largest on campus basketball facility in the nation).

Approximately 65% of the land within the County is categorized as forest, 15% as urban, and the remaining 20% falls into the wetlands agriculture water, range land and barren categories. The average maximum temperature is 75.4 degrees Fahrenheit, the average minimum temperature is 51.4 degrees Fahrenheit, and the average annual precipitation is 48.5 inches.

The County is governed by an 11-member council, which in turn appoints an Administrator to handle daily operations and to provide professional expertise in government management. Under state law, the County is the primary governmental unit for the administration of law enforcement, justice, health, education, taxation, social service, library service, agricultural service, and the maintenance of public records.

SECTION – D

SPECIAL CONDITIONS

SPECIAL CONDITIONS

INSTRUCTIONS

1. False Statements in Submittal of Qualifications: Qualifiers must provide full, accurate, and complete information as required by this solicitation and its attachments. The penalty for making false statements in solicitations will be debarment or suspension from participating in Richland County solicitations, purchasing and award of contracts for a period as prescribe by the Director of Procurement. Richland County does not waive its rights to seek further actions.
2. Submission of Offers in the English Language: Offers submitted in response to this solicitation shall be in the English language. Offers received in other than English shall be rejected.
3. Submission of Offers in U.S. Currency: Offers submitted in response to this solicitation shall be in terms of U.S. dollars. Offers received in other than U.S. dollars shall be rejected.
4. Qualifications shall be publicly received and the name of the submitting parties shall be recorded at the time and place indicated by **Section A, item # 6b; Section D, paragraph # 7** and the Advertisement of this solicitation.
5. Qualifications shall be made in the official name of the firm or individual under which business is conducted (showing official business address) and shall be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the Qualification. In addition, the **Federal Identification Number (FEIN)** or in its absence, the **Social Security Number** of the company or individual to which the check will be issued must be included.
6. Qualifier(s) are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
7. One original sealed Qualifications and one exact electronic copy of the original submittal clearly marked: **"RC-015-Q-0910, REQUEST FOR QUALIFICATIONS BROKERS, SALES AGENTS, OR CONSULTANTS FOR HEALTH AND WELFARE INSURANCE"** shall be submitted on a **compact disc (CD)** or a **USB flash drive** or **via electronic mail (e-mail)** to rcallwood@rcgov.us and in an enclosed and secured envelope/container; the container shall be addressed to the:

***Richland County Government
Office of Procurement
2020 Hampton Street, Suite 3064 (Third Floor)
Columbia, S.C. 29204
Attn: Rodolfo Callwood***

Qualifications shall be accepted until 4:00 P.M., local time, Friday, February 12, 2010
Qualifications after the above date and time shall not be considered.

8. Mistakes may be crossed out and corrections inserted adjacent thereto, and shall be initialed in ink by the person signing the Qualification.
9. The County shall not accept responsibility for unidentified Qualifications.
10. The County shall not be liable for any costs associated with the preparation of responses to this solicitation; therefore, all costs shall be borne by the Qualifier.
11. In case of non-appropriation of funds, the County may terminate the contract in whole or in part without further obligation to the Qualifier.
12. It is the intent and purpose of Richland County that this solicitation permits competition. It shall be the Qualifier's responsibility to advise the Director of Procurement in writing if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this solicitation to a single source. Such notification shall be submitted in writing, and must be received by the Office of Procurement at least five calendar (5) days prior to Qualification receipt date. A review of such notification shall be made.
13. Every effort has been made to ensure that all information needed is included in this document. If the Qualifier finds that he/she cannot complete his/her response without additional information, he/she may submit written questions to the Office of Procurement at least five calendar (5) days prior to Qualification receipt date. No further questions will be accepted after this date.
14. When applicable, South Carolina Sales Tax shall be shown as a separate entry on offer total summation. In other words, there shall be a Qualification subtotal with S.C. Tax added in to create a grand total. When required, exemption certificates shall be furnished on forms provided by the Qualifier.
15. QUALIFICATION PACKAGE

Each Qualifier's response must include at a minimum the following sections:

Transmittal Letter

This letter is to be a brief letter, which includes the following sections:

- a) Name and address of Qualifier;
 - b) Name, title and telephone number of the contact person for the Qualifier;
 - c) A statement that the Qualification is in response to this RFQ;
 - d) The signature, typed name and title of the individual who is authorized to execute a contract;
 - e) The person signing the Qualification must be an agent of the company;
 - f) The **Federal Identification Number (FEIN)** of the company.
-
17. Qualifications must be clearly marked "**Confidential**" for each part of the Qualification that is considered to be proprietary information that could be exempt from disclosure under Section 30-4-40, Code of Laws of South Carolina, 1976 (1986 Cum Supp.) Freedom of Information Act (FOIA); If any part is designated as "**Confidential**", it must be attached to that part of the explanation of how this information fits within one or more categories listed

in Section 30-4-40. The County reserves the right to determine whether this information should be exempt from disclosure.

19. Request for Qualifications may result in negotiations. To maintain the integrity of the Procurement process, all contacts and discussions shall be directed to the Director of Procurement. The Director of Procurement may waive this provision on a case-by-case basis, and such waiver shall be documented.
20. Verbal comments or discussions by county associated personnel relative to this solicitation shall not be binding!

B. EVALUATION AND AWARD CRITERIA

INTRODUCTION

1. GENERAL

A duly appointed Evaluation Team will conduct Qualification evaluations. Team members shall be assigned by the Owner.

Qualifications will be evaluated by a panel appointed by the Owner. Documents also may be examined by other agencies and consultants of the Owner.

A duly appointed Evaluation Team will conduct Qualification evaluations. Team members shall assign ratings to each Qualification submitted and *may* establish a "short list" representing the top firms for further evaluation (at the Owner's discretion), at which time the Owner reserves the right to establish different evaluation criteria.

An Evaluation Team will evaluate each Qualification and rank each submittal. The Owner reserves the right to request any one of the top ranked submittals or the entire top ranked to appear for oral interviews and / or provide electronic presentations in order to further evaluate submittals. Top ranked submittals will be evaluated based on criteria established for the second round of evaluations (if conducted).

Richland County will ultimately select the Qualified Proponent who demonstrates the greatest combination of qualifications, capability, experience, vision, and commitment for the development of the proposed Project

The process may consist of two primary stages: the first is to select some smaller, but not predetermined, number of short listed Qualifications. The second stage (if utilized or instituted) will be to have these short listed Qualifications separately evaluated. The same overall goal applies to both these stages: to determine which Qualification is most advantageous to the Owner taking into consideration cost and the other evaluation factors set forth in the RFQ and such different evaluation criteria as established internally for the second round of evaluations.

Stage two should consist of building on the first stage by addressing any items that might apply to the expected contractual relationship between the Owner and the ultimately successful Offeror and or conducting one or more step(s) to have the proposed solution demonstrated in a real life, test scenario environment and *may* include live, face to face, oral presentations and demonstrations. The Owner *may* also further reduce the number of continuing participants and then schedule follow up discussions or customer site visits

as, in its sole discretion, is considered appropriate. The Owner will then negotiate with the top ranked Offeror over any other terms, conditions, or other items, including cost, and then will publish intent to award.

If an agreement cannot be reached with the top qualifier the Owner may then negotiate in descending order.

The Owner is not obligated to accept the lowest cost. The award of a contract will be made to the Qualifier providing the most responsive, responsible offer that provides the best overall value and a fair and reasonable cost (as determined by the Owner), and is most advantageous to the Owner. This award will take into consideration soundness and flexibility of the Qualification, functional capability, quality of performance and service, the time specified in the Qualification for the performance of the contract, ability to provide support, overall cost, and Qualifier's references, and any other factors that may impact the project.

The Owner reserves the right to reject all Qualifications or accept such Qualifications, as appears in its own best interest, and to waive technicalities or irregularities of any kind in the Qualification.

2. MINIMUM GENERAL EVALUATION CRITERIA

The evaluation factors to be considered in the evaluation of Qualifications are listed below:

PROFESSIONAL:

Provide names and resume on personnel assigned to this project, their qualifications, and past experience with **similar** projects;

Must be licensed in the State of South Carolina to include any and all other required license to provide this service;

Provide professional organization to which a member;

Provide any relevant and/or required certification or designation and any relevant accreditation received. Describe relevant continuing education received;

EXPERIENCE:

Must provide evidence of success with similar projects and/or services; such evidence must include company documents/reports, relevant client examples, and contact information; successful tangible results; and a solid track record.

Previous Experience with the County and or similar Public Entity;

Provide information on the work you have performed, if any, with the County;

Provide information on **similar** projects performed with any government entity;

LOCATION:

The responding firms shall be located or have an office that is physically located within the State of South Carolina;

PERFORMANCE HISTORY:

Provide a comprehensive list of **similar** projects completed within the last five (5) years involving your firm;

Company profile and stability including any industry recognitions, and an explanation of the breadth and depth of services to be provided;

Account and relationship management:

- i. The ability to supplement and extend the health care, disability, dental, wellness, life analysis and benefit work of the Human Resources Department
- ii. Knowledge and availability of the staff assigned to our account;
- iii. Knowledge of vendors to be proposed

Provide a comprehensive history of and ability in:

Providing customer service;

Strategic Direction for Plan Design;

Implementation and Transition Expertise;

Expertise in Health Insurance solicitations and evaluation;

Expertise in Disability Insurance RFQ, including STD and LTD;

Expertise in Leave Plan Designs;

Expertise in Health Insurance Plan Design;

Expertise in working with other municipalities and government entities;

Presentation;

Contract terms and conditions;

Fees.

INSURANCE:

1. Insurance for the Provider

Consultant shall be accountable for any damages resulting from his/her activities. Consultant shall pay for all such damages. Prior to commencing work hereunder, Consultant, at their own expense, shall obtain and maintain, throughout the duration of this agreement, all such insurance as required by the State of South Carolina Statute,

and minimally the below listed coverage's. Such insurance shall be issued by a company or companies authorized to do business in the State of South Carolina, Richland County, and any City in Richland County where any of the work is performed and must have a Best Rating of A-, VII or higher. The form and limits of such insurance, together with the underwriter thereof in each case, must be acceptable to the Owner, but regardless of such acceptance, it shall be the responsibility of Consultant to maintain adequate insurance coverage at all times. Failure of Consultant to maintain insurance coverage shall be a reason for termination and shall not relieve Consultant of their contractual obligation or responsibility hereunder. The information described herein sets forth-minimum coverages and limits and is not to be construed in anyway as a limitation of liability on Consultant.

SECTION - E

REQUIREMENTS

A. PURPOSE, SCOPE, AND SUBMISSION REQUIREMENTS

1.1 PURPOSE

Richland County located in the Midlands of South Carolina and home to the State Capital of Columbia is soliciting qualifications from Insurance Brokers, Sales Agents, or consultants who in conjunction with county staff, will develop, prepare, analyze, evaluate, and make award recommendations on proposal for Development, Proposal Management, Analysis, Product Recommendation and Carrier recommendation for the following lines of coverage: Dental, Wellness Programs/Coverage, Flexible Spending, Medical, RX/PBM, Basic Life, Basic AD&D, Insurance covering Long Term Disability, Short-Term Disability for both self-funded and fully-funded options for both active and retiree members.

1.2 GENERAL INFORMATION

Richland County has approximately 1684 employees enrolled on benefits plans, and an additional 471 retirees enrolled on benefit plans. Of the 471 retirees, 297 are enrolled in our Fully Insured PPO Plan and 174 are enrolled in our Medicare Advantage Plan. The Human Resources Department for Richland County consists of 10 employees: 1 Human Resources Director, 2 Human Resources Managers, 3 Analysts, 4 Coordinator and Specialists.

1.3 SCOPE OF SERVICE

- a) Perform the role of Broker/Sales consultant and advocate for the County;
- b) Conduct planning meetings with the County staff to determine objectives for the RFP.
- c) Compare the County's current program for the above benefits to the area norm/market and best current practices and benchmarks and provide a report to the County.
- d) Analyze and provide specific, strategic recommendations on the current benefits in terms of changes in design, funding, structure, contract language, scope of services, etc., including recommendation for a strategic health plan design.
- e) Help set specific, strategic goals that can be used for the final decision to support a quantitative component and cost containment.
- f) Develop specific, strategic objectives into decision criteria and tie those into marketing, communication methods and carrier selection.
- g) Once objectives are agreed upon, educate County staff on the alternatives that will meet and achieve those objectives.
- h) Develop a project plan and methodology for HRD to communicate, implement, and administer final plans.
- i) Analyze claim experience to identify large claims, utilization trends, preventative actions, cost saving opportunities. Additionally, make recommendations to plan design and educational and wellness strategies based on experience data.

- j) Develop and present cost saving recommendations for employees, retirees and the County.
- k) Develop and present cost impact to RC, employees and retirees for each plan option change (individual and global including dependents).
- l) Rank cost saving recommendations based on anticipated receptiveness for employees, retirees and the County.
- m) If after educating the staff, it is appropriate for the RFP to include the following, then include:
 - o Insured & Self -Insured
 - o Multiples Choice for Medical
 - o Health Savings Accounts/ HSAs
 - o High Deductible Plans
 - o HRAs (Health Reimbursement Accounts)
 - o CDHPs (Consumer Directed Health Plans)
 - o Wellness Options
 - o Funding Options
 - o Separate Plans for Retirees
 - o Tricare Products
 - o Wellness Incentive Programs
 - o Incentives for disenrollment (e.g., eligible for other coverage)
 - o Separate Plans for Medicare Eligible Retirees
- n) RFP evaluation will include:
 - o Cost Analysis for all fixed cost and claim cost by appropriate tier, on a unit basis.
 - o Network evaluation for discounts, CPT code rate of reimbursement for top 50 codes in most populated zip code.
 - o Network evaluation via GeoAccess analysis
 - o Network evaluation via Disruption Analysis
 - o Network evaluation via Questionnaire Analysis
 - o Level of benefits and/or change in benefits
 - o Security of records
 - o Claims processing procedures and payment procedures
 - o Evaluation of customer service of proposed vendors (e.g. call processing, claims processing).
- o) Draft the RFP and provide a copy for review including financial impact to the County, employees and retirees for each change proposed.
- p) Together with the County establish a time-line for project management of the marketing, evaluation, interviews, recommendations, follow up questions, selection, and implementation process.
- q) Provide anticipated financial impacts for employees, retirees and County for making changes in benefit design.
- r) Issue the RFP with the agreed markets/carrier/ service providers, and manage the entire process. Typically, each carrier will have questions and concerns. This process is very involved and requires about four weeks from issue of the RFP to proposal receipt.

- s) Provide a cost benefit analysis comparing the important decision variables of each responder/bidder. The analysis will be in Excel by carrier by line of coverage and/or service.
- t) Provide estimate of cost assuming the appropriate data will be shared from the current carriers.
- u) Analysis will include benchmark employee contributions and assistance in the appropriate design of the cost sharing arrangement with sensitivity to financial impact on employees, retirees and the County.
- v) Analysis and report on the financial stability of each responder (finalist).
- w) Recommendation and supporting reasons for minimum financial rating.
- x) Make recommendations and revise as the process evolves.
- y) Evaluate all carriers and propose list of finalists based on evaluation (provide evaluation worksheet).
- z) Facilitate all carrier interviews/presentations in terms of finalist interviews and/or on-site trips to their service/call centers.
- aa) Shall assist in selecting the overall best, responsive, responsible proposal with the overall best and fair market cost.
- bb) Provide accurate booklet/SPD/PD review to facilitate compliance with required language for regulation and policy compliance and other appropriate language.
- cc) Implement performance guarantees with all selected providers/companies.
- dd) Knowledge and expertise in compliance with applicable federal and state law.
- ee) Assist HRD in final implementation of plans, including the prior notation of development of project plan including methodology.
- ff) Provide written documentation for the business terms within the carrier contract by way of having a "letter of intent" draft between the County and the carrier.
- gg) Provide presentations to Human Resources, Administration and/or County Council outlining the results of the recommendation. Also, respond to any questions or issues regarding the process of the RFP.
- hh) Fee for Service: Provide a cost estimate for the project as described in the scope language.

SECTION “F”

TYPE BUSINESS & MINORITY/WOMAN OWNED BUSINESS PARTICIPATION

1. TYPE OF BUSINESS:

a) The Qualifier represents as part of its offer that it operates as (Make one with an "X"):

- ☐ An individual
- ☐ A partnership
- ☐ A sole proprietorship
- ☐ A corporation
- ☐ Another entity_____

b) If incorporated, under the laws of the State of:

2. MINORITY PARTICIPATION:

Richland County established a fifteen percent (15%) minority participation goal for each contractual agreement. Qualifiers shall be required to submit a quarterly report to the Contracting Officer not later than the fifth day of each month. Example: April 5, July 5, October 5, and January 5. The report shall contain the name of individual or firm; status (minority or woman-owned); and the dollar amount awarded. If Qualifiers are unable to meet the prescribed goals, evidence of a good faith effort shall be submitted to the Contracting Officer for his determination.

MINORITY AND WOMAN-OWNED BUSINESS ENTERPRISES (MBE/WBE):

- a) Minority-Owned Business Enterprise (MBE), An "MBE" is defined as "a small business concern which is at least 51 percent owned by one or more minority individuals, or in case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more minority individuals and whose management and daily business operations are controlled by one or more of the minority individuals who own it." For purpose of this definition, minority individuals include Black Americans, Hispanic Americans, Asian-Pacific Americans, Asian-Indian Americans, and Native Americans.

The Qualifier represents as part of its that it (Mark one with an "X"):

- ☐ Is
- ☐ Is not

- b) Woman-Owned Business Enterprise (WBE), "WBE" is defined as "a small business concern which is at least 51 percent owned by a Woman, or in case of any publicly owned business, at least 51 percent of the stock of which is owned by women and whose management and daily business operations are controlled by one or more of the women who own it."

The Offeror represents as part of its offer that it (Mark one with an "X"):

- ☐ Is
- ☐ Is not