



Administrative Services Committee Meeting Commission Chamber - 8/30/2016

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; M. Williams, Chairman; D. Williams, Vice Chairman; Lockett and Davis, members.

ADMINISTRATIVE SERVICES

1. A motion to approve the award of the RFP for Dental Services (RFP #16-199) to MetLife for a period of 2 years with the option to extend 1 year under a 5% rate cap. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Dennis Williams	Passes

2. Discuss the bid process for the Central Services Department. **(Requested by Commissioner Marion Williams)** **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Mr. Lockett out. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

3. Motion to approve the minutes of the Administrative Services Committee held on August 9, 2016. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. Lockett out. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

4. Authorize amendments to the health and wellness contract designed to improve overall employee health conditions through wellness initiatives while managing the cost of healthcare services. **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Dennis Williams	Passes

5. Discuss random drug testing. **(Requested by Commissioner Marion Williams)** **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Mr. Lockett out. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes

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**Administrative Services Committee Meeting
8/30/2016 1:20 PM
Attendance 8/30/16**

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Request for Proposal

Request for Proposals will be received at this office until Friday, July 1, 2016 @ 11:00 a.m. for furnishing:

RFP Item #16-199 Dental Services for Augusta, Georgia – Human Resources Department

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department **ARCbid**. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, June 17, 2016, @ 5:00 P.M. No RFP will be accepted by fax, all must be received by mail or hand delivered.

No RFP may be withdrawn for a period of 60 days after bids have been opened, pending the execution of contract with the successful bidder(s).

Request for proposals (RFP) and specifications. An RFP shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the request for proposal including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFP number on the outside of the envelope.

Proponents are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Correspondence must be submitted via mail, fax or email as follows:

**Augusta Procurement Department
Attn: Geri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov**

GERI A. SAMs, Procurement Director

Publish:

Augusta Chronicle May 26, June 2, 9, 16, 2016
Metro Courier June 1, 2016



**Proposal Opening RFP Item #16-199
Dental Services
for Augusta, Georgia - Human Resources Department
RFP Due: Friday, July 8, 2016 @ 11:00 a.m.**

Total Number Specifications Mailed Out: 27

Total Number Specifications Download (Demandstar): 7

Total Electronic Notifications (Demandstar): 124

Mandatory Pre-Proposal/Telephone Conference Attendees: Not Applicable

Total packages submitted: 6

Total Noncompliant: 5

VENDORS	Attachment "B"	E-Verify #	Addendum 1-3	SAVE Form	Original	8 Copies	Fee Proposal
Delta Dental Insurance 258 Southhall Lane Maitland, FL 32751	Yes	251550	Non - compliant	Yes	Yes	Yes	Yes
Blue Cross & Blue Shield 3350 Peachtree Rd., NE Atlanta, GA 30326	Yes	352145715	Yes	Yes	Yes	Yes	Yes
Standard Insurance Co. 920 SW 6th Ave Portland, OR 97204	Yes	37851	Non - compliant	Yes	Yes	Yes	Yes
MetLife 177 S Commons Dr Aurora, IL 60504	Yes	44740	Yes	Yes	Yes	Yes	Yes
United Condordia 1800 Linglestown Road Suite 107 Harrisburg, PA 17110	Yes	40635	Non - compliant	Yes	Yes	Yes	Yes
Cigna Health & Life Insurance Co. 3500 Piedmont Road Suite 200 Atlanta, GA 30305	Yes	189294	Yes	Yes	Yes	Yes	Yes



Evaluation Sheet - RFP Item #16-199
Dental Insurance
for Augusta, Georgia - Human Resources Department
Evaluation Meeting: Thursday, August 4, 2016 @ 3:00 p.m.

Vendors		Blue Cross & Blue Shield 3350 Peachtree Rd., NE Atlanta, GA 30326	MetLife 177 S Commons Dr Aurora, IL 60504	Cigna Health & Life Insurance Co. 3500 Piedmont Road Suite 200 Atlanta, GA 30305	Delta Dental Insurance 258 Southhall Lane Maitland, FL 32751	Standard Insurance Co. 920 SW 6th Ave Portland, OR 97204	United Condordia 1800 Linglestown Road, Suite 107 Harrisburg, PA 17110
RANKING - First Round Elimination (MUST PASS FOR CONTINUED CONSIDERATION)							
Submittal and Quality of RFP							
A. Package submitted by the deadline	Pass/Fail	PASS	PASS	PASS	PASS	PASS	PASS
B. Package is complete (includes requested information as required per this solicitation)	Pass/Fail	PASS	PASS	PASS	FAIL	FAIL	FAIL
Second Round Elimination (Total Points 50) (MUST ACHIEVE 35 POINTS FOR CONTINUED CONSIDERATION)							
Quality of RFP							
C. Overall Quality of RFP (concise and to-the-point)	50	41.7	49.3	39.3	0.0	0.0	0.0
Proposer's Overall Ability to Provide the Services (Total Points 470)							
D. Narrative							
1. Qualifications of company (company profile)	100	83.3	96.7	69.3	0.0	0.0	0.0
2. Financial Responsibility	100	86.3	91.7	70.0	0.0	0.0	0.0
3. Project Management	95	78.3	91.7	74.3	0.0	0.0	0.0
4. Key Personnel & Staff	90	75.0	88.3	71.7	0.0	0.0	0.0
5. Organizational Qualifications	75	69.3	73.3	66.7	0.0	0.0	0.0
6. Optional Interview (Potential bonus Points)	10	0.0	0.0	0.0	0.0	0.0	0.0
D. TOTAL	470	392.3	441.7	352.0	0.0	0.0	0.0
Scope of Services (Total Points 200)							
E. Scope of Services							
1. Provide eligible participants with a quality, affordable dental care program with access to an adequate selection of PPO network providers.	50	42.7	47.3	40.0	0.0	0.0	0.0
2. Provide timely, accurate, responsive claim and customer service to plan participants and plan administrators.	50	43.3	46.7	41.7	0.0	0.0	0.0
3. Minimize disruption for current dental plan participants.	50	40.0	41.7	38.3	0.0	0.0	0.0
4. Provide a proposal matching the plan design specifications provided herein, with an allowance for an additional alternate set of plans if desired.	50	40.0	46.0	35.7	0.0	0.0	0.0
E. TOTAL	200	166.0	181.7	155.7	0.0	0.0	0.0



Evaluation Sheet - RFP Item #16-199
Dental Insurance
for Augusta, Georgia - Human Resources Department
Evaluation Meeting: Thursday, August 4, 2016 @ 3:00 p.m.

Vendors	Blue Cross & Blue Shield 3350 Peachtree Rd., NE Atlanta, GA 30326	MetLife 177 S Commons Dr Aurora, IL 60504	Cigna Health & Life Insurance Co. 3500 Piedmont Road Suite 200 Atlanta, GA 30305	Delta Dental Insurance 258 Southhall Lane Maitland, FL 32751	Standard Insurance Co. 920 SW 6th Ave Portland, OR 97204	United Condordia 1800 Linglestown Road, Suite 107 Harrisburg, PA 17110
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Proximity to Area (Total Points 10)

F. Proximity to Area							
Within Richmond County	10	0.0	0.0	0.0	0.0	0.0	0.0
Within CSRA	8	0.0	0.0	0.0	0.0	0.0	0.0
Within Georgia	6	6.0	6.0	6.0	0.0	0.0	0.0
Within SE United States (includes AL, TN, NC, SC, FL)	4	0.0	0.0	0.0	0.0	0.0	0.0
All Others	2	0.0	0.0	0.0	0.0	0.0	0.0
F. TOTAL	10	6.0	6.0	6.0	0.0	0.0	0.0

Cost/Fee Consideration (Total Points 10)

G. Cost/Fee Proposal (Enclose in a separate sealed envelope)							
• Lowest	10	10.0	0.0	0.0	0.0	0.0	0.0
• Second	8	0.0	8.0	0.0	0.0	0.0	0.0
• Third	6	0.0	0.0	6.0	0.0	0.0	0.0
• Fourth	4	0.0	0.0	0.0	0.0	0.0	0.0
• Fifth	2	0.0	0.0	0.0	0.0	0.0	0.0
G. TOTAL	10	10.0	8.0	6.0	0.0	0.0	0.0

Reference(s) (Total Points 10)

H. References	10	0.0	10.0	6.7	0.0	0.0	0.0
H. Total	10	0.0	10.0	6.7	0.0	0.0	0.0

Total (Total Possible Score 750)

Total	750	616.0	696.7	565.7	0.0	0.0	0.0
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Note: Respondent/Offeror(s) receiving 600 or more points will be invited to do presentations to provide additional information if deemed necessary.

Internal Use Only

Evaluator: Cumulative Date: 5/18/16

Procurement Department Representative: Nancy Williams

Procurement Department Completion Date: Nancy Williams



HUMAN RESOURCES DEPARTMENT

Michael Loeser
Human Resources Director

August 05, 2016

Geri Sams, Director
Augusta Procurement Department
535 Telfair Street- Room 605
Augusta, GA 30901

Ref: RFP Item#16-199 Dental Services
for Augusta, Georgia- Human Resources Department

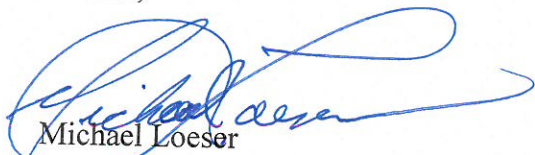
Dear Ms. Sams,

The Human Resources Department has completed a review of the three proposals submitted by MetLife, Cigna, and BCBS for our employer sponsored Dental Plan.

The evaluation team has selected MetLife as their choice for our dental insurance. We are therefore, recommending that we begin negotiations with MetLife for our dental insurance.

Again, the Human Resources team appreciates all the help your staff has provided us in helping us choose our dental carrier.

Thanks,



Michael Loeser
Human Resources Director

'16 AUG 5 PM 1:33

FYI: Process Regarding Request for Proposals

Sec. 1-10-51. Request for proposals.

Request for proposals shall be handled in the same manner as the bid process as described above for solicitation and awarding of contracts for goods or services with the following exceptions:

- (a) Only the names of the vendors making offers shall be disclosed at the proposal opening.
- (b) Content of the proposals submitted by competing persons shall not be disclosed during the process of the negotiations.
- (c) Proposals shall be open for public inspection only after the award is made.
- (d) Proprietary or confidential information, marked as such in each proposal, shall not be disclosed without the written consent of the offeror.
- (e) Discussions may be conducted with responsible persons submitting a proposal determined to have a reasonable chance of being selected for the award. These discussions may be held for the purpose of clarification to assure a full understanding of the solicitation requirement and responsiveness thereto.
- (f) Revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers.
- (g) In conducting discussions with the persons submitting the proposals, there shall be no disclosure of any information derived from the other persons submitting proposals.

Sec. 1-10-52. Sealed proposals.

- (a) *Conditions for use.* The competitive sealed proposals method may be utilized when the Augusta, Georgia Administrator approves the written justification of the Procurement Director or using agency head that the sealed bid method is not in the best interest of Augusta, Georgia. Generally, this method may be used when competitive sealed bidding (involving the preparation of detailed and specific specifications) is either not practicable or not advantageous to Augusta, Georgia. Augusta, Georgia is not restricted from using alternative procurement methods for obtaining the best value on any procurement, such as Construction Management at Risk, Design/Build, etc.
- (b) *Request for proposals.* Competitive sealed proposals shall be solicited through a request for proposals (RFP).

- (c) *Public notice.* Adequate public notice of the request for proposals shall be given in the same manner as provided in section 1-10- 50(c)(Public Notice and Bidder's List); provided the normal period of time between notice and receipt of proposals minimally shall be fifteen (15) calendar days.
- (d) *Pre-proposal conference.* A pre-proposal conference may be scheduled at least five (5) days prior to the date set for receipt of proposals, and notice shall be handled in a manner similar to section 1-10-50(c)-Public Notice and Bidder's List. No information provided at such pre-proposal conference shall be binding upon Augusta, Georgia unless provided in writing to all offerors.
- (e) *Receipt of proposals.* Proposals will be received at the time and place designated in the request for proposals, complete with bidder qualification and technical information. No late proposals shall be accepted. Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked.

The names of the offerors will be identified at the proposal acceptance; however, no proposal will be handled so as to permit disclosure of the detailed contents of the response until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

- (f) *Public inspection.* The responses will be open for public inspection only after contract award. Proprietary or confidential information marked as such in each proposal will not be disclosed without written consent of the offeror.
- (g) *Evaluation and selection.* The request for proposals shall state the relative importance of price and other evaluation factors that will be used in the context of proposal evaluation and contract award. (Pricing proposals will not be opened until the proposals have been reviewed and ranked). Such evaluation factors may include, but not be limited to:
 - (1) The ability, capacity, and skill of the offeror to perform the contract or provide the services required;
 - (2) The capability of the offeror to perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the offeror;
 - (4) The quality of performance on previous contracts;
 - (5) The previous and existing compliance by the offeror with laws and

ordinances relating to the contract or services;

- (6) The sufficiency of the financial resources of the offeror relating to his ability to perform the contract;
 - (7) The quality, availability, and adaptability of the supplies or services to the particular use required; and
 - (8) Price.
- (h) *Selection committee.* A selection committee, minimally consisting of representatives of the procurement office, the using agency, and the Administrator's office or his designee shall convene for the purpose of evaluating the proposals.
- (i) *Preliminary negotiations.* Discussions with the offerors and technical revisions to the proposals may occur. Discussions may be conducted with the responsible offerors who submit proposals for the purpose of clarification and to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing offerors.
- (j) From the date proposals are received by the Procurement Director through the date of contract award, no offeror shall make any substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of the offeror's team.
- (k) *Final negotiations and letting the contract.* The Committee shall rank the technical proposals, open and consider the pricing proposals submitted by each offeror. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

User: Mills, Phyllis

Organization: City of Augusta, GA (Augusta Commission)

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number RFP-16-199-0-2016/nw

Bid Name Dental Services

4 Document(s) found for this bid

7 Planholder(s) found.

[Add Planholder](#)

Supplier Name 	Phone	Fax	Doc Count	Attributes	Programs	Actions
AETNA	9543751561	8775597720	1			Documents
Dental Power International, Inc.	9199326300	8662408249	1			Documents
Healthcare Solutions Team	9202434006	9202733447	1			Documents
MetLife	9082532827	9082532827	1			Documents
Mid America Health, Inc.	3179727889	3179727889	1			Documents
Midwest Maintenance, Inc.	7068558888		1			Documents
The Creative Companies	2075619942	2079730500	2			Documents

Page 1 of 1

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Bidders List

Bid Item # 16-199 Cost \$ 0

#	Company Name	Complete Mailing Address	Date	Spec. #	Initials	Mailed By
1	ATTN: JAMES WALSH DENTAL POWER 205 LLOYD STREET, SUITE #101 CARRBORO, NC 27510		3/5/2016	CLW W/DISC	SBL	USPS
2			3/5/2016	CLW W/DISC	SBL	USPS
3						
4	BEN SINGER, CEBS, RPA, GBA SR. EMPLOYEE BENEFIT CONSULTANT THE STANDARD 2839 PACES FERRY RD., SUITE 830 ATLANTA, GA 30339					
5						
6	HEALTHCARE SOLUTIONS TEAM ATTN: ADAM BILLET 21 E 2ND STREET, SUITE 103 FOND DU LAC, WI 54935	Phone 920-243-4006	6/2/16	16-199	DW	U.S. Mail
7		Fax 920-273-3447				
8	ATTN: WHITNEY WRIGHT, SALES DELTA DENTAL INSURANCE CO 1130 SANCTUARY PKWY, STE 600 ALPHARETTA, GA 30009	Phone 770-641-5353	6/3/16		Ag	US mail
9						
10	ATTN: MICHAEL HUENNEKENS, CEBS MID ATLANTIC REGION GROUP SALES OFFICE 7202 GLEN FOREST DRIVE, SUITE 301 RICHMOND, VA 23226		6/6/16	16-199	DW	U.S. mail
11						
12	AMERITAS GROUP <i>Attn: Ross Humphreys</i> 4227 PLEASANT HILL ROAD BUILDING 11, SUITE 200 DULUTH, GA 30096	Phone 678-280-0960	6/6/16		DW	U.S. mail
13						
14	Omnimed Medical Services Attn: Dan Hauben 18733 Sinclair Lane Huntington Beach, CA 92648	Phone 888-552-1660	6/20/16	16-199	DW	U.S. mail
15		Fax 877-335-0740				
16						

ATTN: MARCUS DUCKWORTH
AETNA INC.
1100 ABERNATHY ROAD, STE 375
ATLANTA, GA 30328

ATTN: JAMES FORD
2774 COBB PARKWAY NW
SUITE 109-326
KENNESAW, GA 30152

ATTN: MARY BEACHUM
IPG/METLIFE
DELTA DENTAL/AMERITAS
P. O. BOX 15514
AUGUSTA, GA 30919

ATTN: CAROLINE S. BROWN
UNITED HEALTH CARE
3720 DAVINCI COURT, SUITE 300
NORCROSS, GA 30092-2670

ATTN: THOMAS PALMER
UNITED CONCORDIA
THREE NORTHWINDS CENTER
2500 NORTHWINDS PKWY, STE 360
ALPHARETTA, GA 30004

ATTN: PETER CONWAY
SUNLIFE
1100 ABERNATHY ROAD, SUITE 550
ATLANTA, GA 30328

ATTN: REGGIE WHITE
CIGNA
3500 PIEDMONT ROAD, SUITE 200
ATLANTA, GA 30305

MET LIFE
ATTN: BILL LAMB
830 CRESCENT CENTRE DRIVE
SUITE 120
FRANKLIN, TN 37067

ATTN: JOCELYN RODRIGUEZ
UNITED HEALTHCARE
9009 CORPORATE LAKE DRIVE
TAMPA, FL 33634

ATTN: MARY BEACHUM
AEGIAS
4571 COX ROAD, SUITE B
EVANS, GA 30809

ATTN: LISA A. HEMSTEAD
COVENTRY HEALTH CARE OF GA
7402 HODGSON MEMORIAL DR #105
SAVANNAH, GA 31406

ATTN: MIKE OTIS
ING
5780 POWERSFERRY RD, NW P 4
ATLANTA, GA 30327

ATTN: SHARI ANDERS
MERITAIN HEALTH
11330 BROOKHOLLOW TRAIL
ALPHARETTA, GA 30022

ATTN: BENJAMIN A. WOLDEN
WEALTH PRESERVATION GROUP, LLC
6849 PEACHTREE DUNWOODY ROAD
BUILDING B-1, SUITE 102
ATLANTA, GA 30328

ATTN: DON STARRETT
SUNLIFE OF CANADA
3007 PINE NEEDLE RD, STE 204
AUGUSTA, GA 30909

ATTN: SAM FOCHE, III
HUMANA
1005 MANSFORD LANE
EVANS, GA 30809

ATTN: ANJELA PATMAN
PMA MGMT CORP
1100 ABERNATHY RD
BUILDING 500 STE 650
ATLANTA GA 30328

ATTN: JOHN WOFFORD
CONSUMERS LIFE INSURANCE
1899 POWERS FERRY RD
STE 400
ATLANTA, GA 30339

ATTN: TYLER FLETCHER
THE COVENANT SERVICES CORP
1745 NORTH BROWN RD, STE 400
LAWRENCEVILLE, GA 30043

ATTN: BRANDIE O'NEAL
SOLOMON DEATON & BRUCE
INSURANCE
P. O. BOX 227
MACON, GA 31202

ATTN: JENNIFER SHIELDS
HEALTHSCOPE BENEFITS
27 CORPORATE HILL DR
LITTLE ROCK, AR 72205

USI
ATTN: LISA KELLEY
25 BULL STREET
SAVANNAH, GA 31301

ATTN: VARONIA WALKER
FRINGE BENEFITS MGMT CO
3101 SESSIONS ROAD
TALLAHASSEE, FL 32303

ATTN: JAN BREWER
PARAGON BENEFITS
6065 BUSINESS PARK DRIVE
COLUMBUS, GA 31909

BEN SINGER, CEBS, RPA, GBA |
SR. EMPLOYEE BENEFIT CONSULTANT
THE STANDARD
2839 PACES FERRY RD., SUITE 830
ATLANTA, GA 30339

DELTA DENTAL
1000 MANSELL EXCHANGE WEST
BUILDING 100, SUITE 200
ALPHARETTA, GA 30023

ATTN: MELISSA KERNS
METLIFE
1200 ABERNATHY ROAD NE, STE 1400
ATLANTA, GA 30328

AMERITAS GROUP
4227 PLEASANT HILL ROAD
BUILDING 11, SUITE 200
DULUTH, GA 30096

UNITED HEALTH CARE
9009 CORPORATE LAKE DRIVE
TAMPA, GL 33634

UNITED CONCORDIA DENTAL
525 N TRYON STREET, #1608
CHARLOTTE, NC 28202

ATTN: TERRI KEMP
BLUE CROSS BLUE SHIELD
3350 PEACHTREE ROAD, NW
ATLANTA, GA 30326

SECURE HORIZONS
2945 WALTON WAY
AUGUSTA, GA 30909

ATTN: LANCE BARTLES
UNITED CONCORDIA
9635 VENTANA WAY, STE 100
JOHNS CREEK, GA 30022

ATTN: JAMES WALSH
DENTAL POWER
205 LLOYD STREET, SUITE #101
CARRBORO, NC 27510

MICHELLE ELAM
HUMAN RESOURCES
4TH FLOOR
MUNICIPAL BUILDING

RFP 16-199
DENTAL INSURANCE SERVICES
FOR HUMAN RESOURCES DEPARTMENT
RFP DUE: FRI., JULY 1, 2016 @ 11 A.M.

RFP 16-199 DENTAL INSURANCE
SERVICES MAILED 5/26/16
COMPLETE RFP
W/ATTACHMENTS ON CD

MICHAEL LOSER
DIRECTOR HUMAN RESOURCES
4TH FLOOR
MUNICIPAL BUILDING

YVONNE GENTRY
LSBOP
6TH FLOOR
MUNICIPAL BUILDING



**Administrative Services Committee Meeting
8/30/2016 1:20 PM**

Award RFP to MetLife for ARC's Dental Carrier effective January 1st, 2017.

Department:	Human Resources
Presenter:	Lisa Kelly
Caption:	A motion to approve the award of the RFP for Dental Services (RFP #16-199) to MetLife for a period of 2 years with the option to extend 1 year under a 5% rate cap.
Background:	The evaluation committee met and reviewed 3 compliant submittals.
Analysis:	The evaluation committee met on August 4th to evaluate the three (3) compliant proposals. After reviewing, discussing and scoring the proposals, the evaluation committee is recommending MetLife as the Dental Insurance Provider beginning January 1st, 2017.
Financial Impact:	Based on MetLife's proposal, it would be in the best interest of Augusta to award the dental contract to them. According to their benefits and cost proposal, Augusta, GA and its employees will see an approximate cost savings of 13% annually for the 1st 2 years of the contract and 8% in the 3rd year.
Alternatives:	Send the RFP back out or negotiate with the current dental contract in place with the current dental carrier.
Recommendation:	Approve the awarding of the contract to MetLife effective January 1, 2017
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

Finance.
Procurement.
Law.
Administrator.
Clerk of Commission



**Administrative Services Committee Meeting
8/30/2016 1:20 PM
Bid Process**

Department: Clerk of Commission

Presenter:

Caption: Discuss the bid process for the Central Services Department.
(Requested by Commissioner Marion Williams)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 8/9/2016

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; M. Williams, Chairman; D. Williams, Vice Chairman; Lockett and Davis, members.

ADMINISTRATIVE SERVICES

1. Discuss the Augusta Law Department. (Requested by Commissioner Marion Williams) **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes

2. Motion to approve the minutes of the Administrative Services Committee held on July 26, 2016. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner William Lockett	Passes



**Administrative Services Committee Meeting
8/30/2016 1:20 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on August 9, 2016.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting
8/30/2016 1:20 PM
Wellness Program Tied to Medical Premium Cost

Department:	Human Resources
Presenter:	Michael Loeser
Caption:	Authorize amendments to the health and wellness contract designed to improve overall employee health conditions through wellness initiatives while managing the cost of healthcare services.
Background:	For many years, Augusta Georgia has struggled with implementing a bona fide Wellness Program. With the opening of the On-Site Clinic, ACA mandates and an overall increased awareness regarding the high cost of chronic conditions, the path to implementation has become less resistant. In 5+ years, Augusta Georgia has not increased employee's premiums under the medical plan. However, medical inflation is trending higher each year and it is becoming more difficult for Augusta Georgia to continue to absorb the increased costs.
Analysis:	Based on benchmarking data as well as a review of claims and utilization of the medical plan, it was determined that Augusta Georgia should implement a Wellness program that rewards employee's for participation. Employees who choose to comply with the proposed wellness requirements would not see an increase in their medical premiums. The proposed wellness requirements would include: Completing a tobacco usage affidavit, completing a cessation program if the employee is a tobacco user and completing a Health Risk Assessment including bio-metric screenings. Employees could choose to complete their bio-metric screening at no charge via screenings sponsored by Augusta Georgia or they could choose to have the screening done through a provider of their choice at their own expense. Employees would be required to have their provider fax their bio-metric results to HealthStat, Augusta Georgia's On-site clinic vendor. Employees who choose not to participate in the Wellness program will see their premium increase in 2017.
Financial Impact:	The financial impact to employees who choose not to participate

in the wellness program would be a 10% increase to their current payroll medical deduction. The financial impact to Augusta Georgia would be an increased cost to cover the bio-metric screenings for employees that choose to obtain their screening at a sponsored event. Augusta Georgia has a wellness fund through BCBS Georgia that could be used to off-set the cost of the screenings. Long-term impact to Augusta Georgia would be reduced health plan costs due to employees being more aware of their health conditions at an earlier stage. Improving employee's health, identifying potential health conditions and preventing those conditions from becoming a chronic condition is paramount to ensuring that Augusta Georgia is able to maintain a competitive, cost effective and viable health plan.

Alternatives: Continue payroll deductions without any increase or increase payroll deductions across the board regardless of participation in a wellness program.

Recommendation: Implement a wellness program that includes a cessation affidavit, a cessation program for employees who are tobacco users and a required HRA that includes bio-metric screenings. Increase medical premiums by 10% in 2017 for employees who choose not to participate.

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

**Finance.
Procurement.
Law.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
8/30/2016 1:20 PM
Random Drug Testing**

Department: Clerk of Commission

Presenter:

Caption: Discuss random drug testing. (Requested by Commissioner
Marion Williams)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:
