



PRE-PROPOSAL CONFERENCE

RFP 1-18-C098

Employee Health and Welfare Benefits Consulting Services

March 26, 2018, 10:00 AM - Conference Room 5D



Disclaimer

The information contained in this presentation is for informational purposes only.

In the event of a discrepancy between the information contained herein and the RFP documents, the RFP documents will take precedence.



LDBE Participation Requirements

There is no Local Disadvantaged Business Enterprise (LDBE) participation requirement associated with this solicitation. However, there are reporting requirements to be met for purposes of tracking all subcontractor participation in Airports Authority projects.

For any LDBE/MBE/WBE information, including other LDBE size standards, contact the Supplier Diversity Department at **703-417-8625**.



Summary of Solicitation

- Procurement Method: Best Value Procurement
 - The technical merit of the proposal is significantly more important than the price, and price must be fair, reasonable and affordable
- Performance Period: One (1) year base period from the effective date of the contract
- Option Years: Four (4) one year options, at the discretion of the Authority
- Anticipated Contract Award: June 2018
- Contract Type: Firm Fixed-Unit-Price – Request for services will be made by Task Order.
- Term and Conditions are not negotiable in any material way. Contractors are encouraged to ask questions or clarifications during the Q&A period.



Proposal Requirements

- Refer to Section X, Attachment 02, Evaluation Criteria and Proposal Submission Requirements.
- Proposals are due April 12, 2018 NLT 2:00 PM (EST) at the address identified on the solicitation Section V-11 - SUBMISSION OF OFFERS:

Hand Delivery & Private Carrier

Metropolitan Washington Airports Authority
Procurement and Contracts Department
2733 Crystal Drive Arlington, VA 22202
Attn: Tiffany M. Evans 1-18-C098

USPS

Metropolitan Washington Airports Authority
Procurement and Contracts Department
1 Aviation Circle Washington, DC 20001-6000
Attn: Tiffany M. Evans – 1-18-C098



Proposal Submissions

Part 1 – Representation Package

Submit an original and one (1) copy of the following documents:

- a. Solicitation Offer and Award Page
- b. Representations and Certifications, Section IV
- c. Section VI, Special Provisions, Use of Contract by Other Jurisdictions*
 - *Failure to extend a contract to any participating Jurisdictions will have no effect on consideration of proposals
- d. LDBE Certification Exhibits as applicable:
 - Exhibit A, Voluntary Efforts to Obtain MBE/WBE Participation
- e. Insurance Affidavit (Section X – Attachment 03)



Proposal Submissions

Part 2 – Price Proposal

- Submit an original and one (1) copy of the following documents:
 - Price Schedule, Section III
 - Exhibit D, Contract Participation Form



Price Schedule

Metropolitan Washington Airports Authority PRICE SCHEDULE

NAME OF OFFEROR OR CONTRACTOR	SOLICITATION OR CONTRACT NUMBER	PAGE
Type Contractor Name Here	1-18-C098	Section III

SCOPE OF WORK

The Contractor shall furnish all necessary labor, materials, tools, equipment and supervision to provide consulting services for the Metropolitan Washington Airports Authority's employee benefit health and welfare programs in accordance with the Statement of Work, Attachment 01.

BASE YEAR

ITEM NO.	POSITION / JOB TITLE	EST. HOURS	FULLY LOADED HOURLY RATE	AMOUNT
1.0	Draft/Design Benefit Communication Materials (Reference Statement of Work Section 3.2, Items A and B.)			
a.				
b.				
c.				
d.				
e.				
f.				
	Subtotal - Item 1.0 (Items a through f)	0	◀◀ Must = 540	
2.0	Annual Renewal Forecast (Reference Statement of Work Section 3.2, Items C.)			
a.				
b.				
c.				
d.				
e.				
f.				



Exhibit D

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
CONTRACT PARTICIPATION FORM (REVISED)**

Contract Number:

Modification Number:

Revision Date:

Contractor Name:

Project Name:

The Offeror shall submit the Contract Participation Form to the Contracting Officer with the Contract Modification.

LIST THE PRIME AND <u>ALL</u> FIRST TIER FIRMS PARTICIPATING IN THIS CONTRACT Identify whether firms are *P, S, JV, SP, B, H, MFG, in next column.	TYPE OF FIRM* (see below)	FEDERAL TAX ID (also known as Employer Identification Number) nine digit number.	Enter "X" for all that apply				ADDRESS (Number, Street, City, State, ZIP)
			LDBE	MBE	WBE	OTHER	
EX SAMPLE Prime Contractor or Joint Venture	S	55-5555555	X	X			12345 Main Street, Washington, DC 20001
P LDBE and Non-LDBE Subcontractors, Suppliers, etc.							
1							
2							
3							
4							
5							
6							
7							
8							



Proposal Submissions

Part 3 – Technical Proposal

- Submit an original and four (4) copies:
 - Do not include any reference to price.
 - Submit on typewritten 8 ½ x 11” plain white paper.
 - Assemble in a three ring binder or staple. No other binding methods are acceptable.
 - Do not exceed fifty (50), double-spaced, single sided pages. Exhibits and samples of previous work are not included in the 50-page limit.
 - Address the evaluation criteria in the order they are presented.



Evaluation Criteria

Criterion 1: Experience and Qualifications of the Firm

Criterion 2: Experience and Qualifications of Key Personnel and Subcontractors

Criterion 3: Past Performance

Please refer to Attachment 2 - EVALUATION CRITERIA AND PROPOSAL SUBMISSION REQUIREMENTS for detailed information.



Contract Scope - Overview

The Metropolitan Washington Airports Authority (Airports Authority) is seeking the professional services of a contractor to provide consulting support and expertise with the management and communications of the Health and Welfare Benefit Program in accordance with the Statement of Work.

The Airports Authority offers a wide variety of benefit programs to approximately 1,500 active employees and approximately 500 retirees. Medical and dental insurance is provided through a cafeteria plan (as defined by the Internal Revenue Service under section 125). Pre-65 retirees have the option to continue participation in the medical and dental plan options offered to active employees. Post-65 retirees may continue their medical benefit under a Medicare Advantage Plan. The Airports Authority established a Voluntary Employees Beneficiary Association (VEBA) trust in February 2005 with the purpose of funding retiree benefits.



Contract Scope – Overview Continued

The Airports Authority is seeking a benefits consulting firm to assist with the following:

1. Plan Design, Strategic Planning and Benchmarking
2. Communication
3. Annual Renewal Forecasting/Budget Projections
4. Request for Proposal (RFP)
5. Vendor Management
6. Plan Compliance
7. Analysis of Plan Cost and Utilization
8. Plan Audits
9. Dependent Verification Services
10. Postage for Communications



On-Line Resources

- The Pre-Proposal Conference Attendees List and this presentation will be posted to the Airports Authority website.
- All questions must be submitted through the Airports Authority website by 3:00 PM (EST) March 27, 2018.
- Answers to all questions received will be posted on-line, and all registered Planholders will be notified.



Planholder List

PLANHOLDER LIST FOR SOLICITATION 1-18-C098 EMPLOYEE HEALTH AND WELFARE BENEFITS CONSULTING SERVICES

CONTRACTOR NAME	PRIMARY CONTACT	STREET ADDRESS	CITY, STATE, ZIP	PHONE NUMBER	FAX NUMBER	HOW FIRM INTENDS TO PARTICIPATE IN SOLICITATION				
						PRIME	J.V.	SUB	SUPPL	OTHER
1. PRM CONSULTING GROUP	THOMAS RAND	3206 TOWER OAKS BOULEVARD, SUITE 400	ROCKVILLE, MD 20852	301-466-6446	301-951-5108					X
2. SEGAL CONSULTING	ERIC SANNER	1800 M STREET NW, SUITE 900 S	WASHINGTON, DC 20036	202-833-6453		X				
3. USI INSURANCE SERVICES	ROBBIN SHEFSK	3190 FAIRVIEW PARK DRIVE, SUITE 400	FALLS CHURCH, VA 22042	703-205-8721	610-362-8377	X				
4. VITAL BUSINESS SOLUTIONS, INC.	HENRIETTA SMITH	1325 G STREET, NW, SUITE 500	WASHINGTON, DC 20005	202-832-1388	202-832-1383	X				X



QUESTIONS?



METROPOLITAN
WASHINGTON
AIRPORTS AUTHORITY

MWAA.COM



@Reagan_Airport

@Dulles_Airport

@Dulles_Toll_Road



reaganairport

FlyDulles

dullestollroad

