

Greater Tompkins County Municipal Health Insurance Consortium  
**Owning Your Own Health Committee**  
February 21, 2018  
**3:00 p.m.**  
Legislature Chambers

**Agenda**

1. Call to Order (3:00) Schiele
  
2. Agenda Changes (3:00)
  
3. Approve Minutes of January 17, 2018 Meeting (3:02)
  
4. Executive Director's Report (3:05) Barber
  - a. Topics at other Consortium committee meetings
  - b. Review Committee "Charge" from Board and Membership
  - c. Public Relations
  
5. Approval of Wellness Consultant RFP (3:20) Barber
  
6. Blue4U roll-out update (3:30) Miller
  
7. Adjournment (4:00)

*Next meeting: March 21, 2018*

**Owning Your Own Health Committee**  
**Minutes – Draft**  
**January 7, 2018**  
**Legislature Chambers**

Present: Ted Schiele, Jim Bower, Debby Kelley, Tammy Morse, Beverly Chin, Emily Mallar (arrived at 3:20 p.m.), Leslie Moskowitz  
Excused: Kathy Servoss, Olivia Hersey, Jackie Kippola, Sharon Bowman  
Guests: Don Barber, Executive Director; Beth Miller and Tracy Bruno, Excellus (via conference call)

**Call to Order**

Mr. Schiele, Chair, called the meeting to order at 3:08 p.m.

**Changes to the Agenda**

There were no changes to the agenda.

**Approval of December 13, 2017 Minutes**

It was MOVED by Ms. Chin, seconded by Mr. Bower, and unanimously adopted by voice vote by members present with Ms. Morse abstaining, to approve the minutes of December 13, as corrected. MINUTES APPROVED.

**Executive Director's Report**

Report on Work of Other Committees

Mr. Barber reported the Joint Committee on Plan Structure and Design met and had a presentation by Cayuga Area Physicians, ProAct, and Excellus on opioids earlier in the month that will be posted on the Consortium's website. The Executive Committee is looking to create an enrollment staff position to see that enrollments are done online; this should be helpful to small municipalities that do not have staffing to do this and this would also provide more updated information on enrollment as information would be inputted directed to Excellus. He also said Excellus will now be providing confirmation within 24 hours when someone has been entered into the system and he will be providing information to benefit clerks on this. The Executive Committee also discussed the need for a more coordinated approach to marketing and will be forwarding a proposal to the Board of Directors to create a Marketing Committee.

Mr. Barber reported ProAct has submitted a response to the prescription drug claims audit report and that response is being worked through. The Executive Committee also asked about performing another dependent recertification and upon consultation with Mr. Locey and Excellus he was advised to wait another year which would put this process on a five-year timeline.

Ms. Mallar arrived at this time.

Ms. Moskowitz asked if any action steps came out of the opioid presentation. Mr. Barber said the presentation ran the length of the meeting; however, at the next Joint Committee meeting there will be discussion of things that the Consortium can do within its benefit plans. Ms. Chin commented that she felt the presentation was very well done and recommended a similar presentation be done by the five-county regional group at one of its regional meetings.

Ms. Morse offered to share her personal experience with the opioid crisis and instances she encountered where her insurance plan did not work for a covered dependent.

Mr. Barber provided an update on Stop Loss insurance and said the Audit and Finance Committee weighed proposals from three different carriers and has recommended staying with Highmark, the Consortium's current carrier. It also recommended increasing the current deductible of \$450,000 to \$600,000 and to also increase the Catastrophic Claims Reserve from \$1,350,000 to \$2 million due to the increased risk.

#### Review Committee "Charge" from Board and Membership

Mr. Barber distributed and reviewed information pertaining to this agenda topic. He said during its discussion of the structure of the Board of Directors, the Governance Structure Committee asked that each committee review its charge and membership and to recommend any changes.

Mr. Schiele said he would like to consider the degree to which this Committee should be involved in marketing. He referred to the large role wellness plays in communication and said a lot of what the Committee has been doing has related to communication.

Mr. Bower called attention to the Committee's charge and said much of the language revolves around marketing. He asked for clarification on what the responsibilities would be of a marketing committee and questioned if one would be marketing of the Consortium to other municipalities. Mr. Barber responded that would be included. Ms. Moskowitz suggested that there should be a liaison to other committees. Mr. Schiele agreed with Mr. Bower that a lot of what this Committee does involves marketing and thinks there may be a lot of overlap by having a separate Marketing Committee.

Ms. Morse questioned if the work of this Committee is "marketing" and Mr. Schiele said he views it as educating members on available benefits and encouraging the culture of wellness. It was also described as half of the effort is spent educating and providing tools to members to bring them into programs and the other half is spent on making sure they are fully utilizing the programs.

Ms. Miller was brought into the meeting at this time by conference call.

The Committee will continue discussion of this at the next meeting. Mr. Schiele said he would like the discussion to include what impact taking away marketing would have on this Committee and whether there would be a need to rewrite the charge. Mr. Barber said he doesn't view this as taking responsibilities away from this Committee but thought could be given to how a marketing or public relations committee could support the work of this Committee.

#### **Blue4You Update**

Ms. Miller reported a conference call was held with municipalities to kick-off the Blue4You Program that will begin February 1<sup>st</sup> and said letters are in the process of going out now. The program is also now available to County retirees. Excellus has also put forward raffle baskets for municipalities based on the highest percentage of participants.

Mr. Schiele suggested reaching out to prior members to remind them to sign-up again for the program. Ms. Miller said there is not a specific effort to reach out to those members but she believes the kick-off campaign would capture those individuals.

### **Wellness Consultant RFP**

Mr. Barber reviewed a first draft of the request for proposals for a Wellness Consultant and asked for feedback. He said the resolution that was presented to the Board required that the final RFP be reviewed by the Audit and Finance Committee. He will be working with Jackie Kippola on documentation that is required to be included in RFP responses.

Mr. Schiele suggested adding language under Proposal Requirements 1.c. to request a resume of any person that would be working on this program.

Ms. Moskowitz spoke of the Scope of Work and suggested additional language be added to address if information is to be provided that it be based on best practices or evidence-based, and that examples of work be provided. Mr. Barber said references will also be requested. Mr. Barber will circulate a revised draft of the RFP to the Committee and welcomed additional comments prior to the next meeting. He will also include draft suggestions for weighing the responses in the revised draft. He will also recommend that this Committee, along with any Director who is interested, review responses.

### **Next Agenda Items**

The following items will be included on the next agenda:

- Review Committee "Charge" from Board and Membership.
- Ms. Moskowitz said she would like to hear from an expert who can speak on multi-chemical sensitivities. Ms. Mallar suggested an allergist; Ms. Miller will look into possibilities for this.
- Approval of Wellness Consultant RFP.

### **Adjournment**

The meeting adjourned at 4:07 p.m.

Dear OYOH Committee,

Upon recommendation of the special committee on Governance Structure, the Consortium's Executive Committee has asked each standing committee to review their charge and committee membership. The result of this review is to consider these statements and recent committee actions and provide any recommended changes to the Board.

The Executive Committee is also planning to suggest to the Board that the chairs of the Standing Committee's be invited to their quarterly planning session. Next planning meeting is April 10<sup>th</sup>.

This is the text from the Board resolution establishing the Owing Your Own Health Committee and below that is current committee membership.

*WHEREAS, the Mission Statement of the Consortium states: "The Consortium promotes a culture of preventative health care for the well-being of its members.", and*

*WHEREAS, the Consortium is well served by having a committee that makes it a priority to include our claims administrators and community associates in coordination of actions where appropriate,*

*Now therefore be it RESOLVED, That the Board of Directors hereby creates the Owing Your Own Health Committee, an advisory committee, charged with identifying and recommending processes to promote a culture of preventative health care, supporting benefit clerks in that outreach to our employees and retiree members, coordinating wellness activities with our claims administrators and community associates,*

*RESOLVED, further, That the Board of Directors seeks to appoint 7 representatives of municipal participants with staggered terms of appointment, 3 labor representatives with staggered terms of appointment, 3 representing areas of community health and wellness, and claims administrators as Ex-officio members,*

#### Committee Members

Ted Schiele, Chair (community health and wellness)

Debby Kelley (municipal participants)

Emily Mallar (community health and wellness)

Leslie Moskowitz (municipal participants)

Bev Chin (community health and wellness)

Jackie Kippola (municipal participants)

Olivia Hersey (labor representatives)

Jim Bower (labor representatives)

Sharon Bowman (municipal participants)

Tammy Morse (municipal participants)

Kathy Servoss (municipal participants)

Wellness Consultant RFP evaluation grid	
	Weighting
Project Management	5
Personal Interaction Communication	5
Wellness program, health care, and HR experience	4
Cost	4
Schedule flexibility	3
Written Communication	4
References	4
Municipal government experience	3

Total possible

32

GREATER TOMPKINS COUNTY  
MUNICIPAL HEALTH INSURANCE  
CONSORTIUM

Wellness Consultant Services

Request for Proposal (RFP)

**125 EAST COURT STREET**

**ITHACA, NY 14850**

**TEL. 607-274-5590**

**FAX 607-274-5505**

**[CONSORTIUM@TOMPKINS-CO.ORG](mailto:CONSORTIUM@TOMPKINS-CO.ORG)**

**[HTTP://HEALTHCONSORTIUM.NET/](http://HEALTHCONSORTIUM.NET/)**

***RFP Response Due Date: Friday,***

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**REQUEST FOR PROPOSAL  
WELLNESS CONSULTANT SERVICES**

**INTRODUCTION**

The Greater Tompkins County Municipal Health Insurance Consortium (Consortium) is requesting proposals for wellness consulting services on its Article 47 self-insured medical plan for the period of April 1, 2018 – March 31, 2019. The Medical Plan is administered by Excellus BlueCross BlueShield (“Excellus”). Prescription drug benefits are administered by a ProAct.

The Consortium is seeking a firm or individual to plan, coordinate, direct and evaluate all Consortium wellness programs and operations to ensure the Consortium’s vision of a culture of preventative health care are conducted efficiently and effectively and in accordance with the Board’s direction.

In addition, the Consultant would Stay abreast of wellness initiatives locally, statewide and nationally, become the point of contact with each of our thirty one (31) municipal partners; support municipal partners in developing wellness policy and implementing worksite wellness programs; develop opportunities to collaborate with other employers in our area and our TPA’s; and provide Wellness content for Consortium website, newsletter, and other subscriber outreach material.

**OVERVIEW OF THE GREATER TOMPKINS COUNTY MUNICIPAL HEALTH INSURANCE CONSORTIUM**

The Consortium is a self-insured, Article 47 Plan, that offers medical and prescription drug coverage to its participants. Currently the Consortium covers more than 2,400 employees and retirees and is made up of the following municipalities:

City of Cortland	City of Ithaca	County of Tompkins
Town of Caroline	Town of Danby	Town of Dryden
Town of Enfield	Town of Groton	Town of Ithaca
Town of Lansing	Town of Ulysses	Village of Cayuga Heights
Village of Dryden	Village of Groton	Village of Trumansburg
Village of Homer	Town of Willet	Town of Marathon
Town of Virgil	Town of Truxton	Village of Union Springs
Town of Aurelius	Town of Montezuma	Town of Moravia
Town of Preble	Town of Springport	Town of Scipio
Town of Cincinnatus	Town of Owasco	Town of Newfield
Town of Homer		

The Consortium was awarded Article 47 certification on October 1, 2010 with an operational effective date of January 1, 2011. The Consortium initially consisted of thirteen municipal corporations within Tompkins County. On January 1, 2013, the Consortium added two additional municipal corporations, the City of Cortland and the Town of Lansing. In 201\_, the Consortium expanded its market area to the six (6) contiguous counties to Tompkins.

The Consortium’s medical plans cover approximately 5,100 active employees, retirees and their dependents. Enrollment eligibility determination for active employees, their dependents and retirees is performed independently by each municipality. More information about the Consortium can be found on our website: [www.healthconsortium.net](http://www.healthconsortium.net) and the Owing Your Own Health Committee at the Board of Directors/Committee tab

**SCOPE OF WORK**

1. Plan, coordinate, direct, and evaluate all Consortium wellness programs and operations to ensure the Consortium’s vision of a culture of preventative health care is conducted efficiently and effectively and in accordance with the Board’s direction.

2. Develop point of contact with each municipal partner and, at least semi-annually, make site visits and connection with subscribers.
3. Support municipal partners in developing their wellness policy and implementing their individual worksite wellness programs
4. Conduct outreach to all subscribers of wellness information and program opportunities and facilitate program enrollment
5. Stay abreast of wellness initiatives locally, statewide, and nationally. Share that information with municipal partners and recommend Consortium-wide wellness initiatives
6. Seek opportunities to collaborate with other employers in our area and our TPA's for developing and implementing Consortium-wide and individual wellness programs.
7. Attend and support all monthly meetings of the Owing Your Own Health Committee
8. Provide Wellness content for Consortium website, newsletter, and other subscriber outreach material that is evidence based and current best practice.

## **PROPOSAL REQUIREMENTS**

### *Organization and History*

1. If a firm:
  - a. Please provide a brief overview of your company and history of your organization.
  - b. Describe any parent/subsidiary/affiliate relationships.
  - c. Please provide information on the team and resumes (including the roles and qualifications) of each individual that would be directing this program and working directly with the Consortium on this initiative.
2. If an individual, please provide a resume of education, experiences, and skills relevant to this scope of work.
3. If different, please provide the name, title, address, email, and telephone number of the individual(s) responsible for responding to this request for proposal.

### *Project Services*

1. Please provide a comprehensive overview of the consultant services you are proposing.
2. Please indicate the amount of time you feel is necessary to complete this scope of work.
3. Please detail the role and responsibility of the Consortium in ensuring your success in carrying out this responsibility

### Fees and Other Costs

1. Please provide a detailed description of the fees associated with the proposed services. Please include the fees for any on-site visits at our 31 municipal partners (recognizing that the larger partners (Tompkins County, City of Cortland, City of Ithaca, and Town of Ithaca have several worksite locations) as well as at least monthly visits to Ithaca, NY for presentations and coordination with Consortium Board and Committees (please itemize).
2. Please describe what additional consulting services your team could offer (if any) not included in the above proposed fees. Please outline how costs will be determined, including any related hourly charges and expected out-of-scope work expenses.
3. Please provide reimbursement rates for travel expenses.
4. In addition to the above responses, please identify any other service, activity or fee not covered (i.e., postage, handling, supplies, services, etc.) that would be a potential cost to the Consortium. Please be very specific as you should assume if it is not itemized in response to this questionnaire, it would not be considered a chargeable fee.

### References

Please provide at least three (3) references for whom you have performed similar consulting services including contact name, address, phone number and email.

### Vendor Selection Criteria

The Consortium will evaluate vendor responses to this RFP and make selection based on the following criteria and the attached relative weighting:

#### Experience

- Wellness programs and health care
- Effective communication with a wide variety of partners and personnel.
- Establishing trusting, collaborative, partnering relationships.
- Human Resource functions
- Municipal Government
- Portfolio of similar work

#### Project Services

#### Project Management

- Attend and support all meetings of the Owning Your Own Health Committee
- Provide Wellness content for Consortium website, newsletter, and other subscriber outreach material.
- Work site visits and program support

#### Fees and Other Costs

- Hourly Fee or other proposal for service cost
- Additional associated other fees (i.e. travel, other services)

Proposal may include the option to extend the agreement for two additional years.

## References

### Submission of Bid

All questions concerning this solicitation must be emailed to [CONSORTIUM@TOMPKINS-CO.ORG](mailto:CONSORTIUM@TOMPKINS-CO.ORG).

Proposal submission must be done electronically (Attn: WELLNESS Consultant RFP) and are due by **March 15, 2018**

# Required Documents

The Greater Tompkins County Municipal Health Insurance Consortium is utilizing the RFP/Bid processes utilized by the County of Tompkins. As a result, it is understood that any reference to the County of Tompkins, Tompkins County, or County is replace by the Greater Tompkins County Municipal Health Insurance Consortium for purposes of this RFP process.

The attached documents must be completed and all requested information must be submitted with your proposal. If you fail to provide any of the required documents or information, your proposal will deemed incomplete and may be removed from consideration for this service.



## **Instructions to Bidders**

1. Read all documents contained in this bid specification package.
2. Bidders are responsible for submitting their bids to the exact location indicated in the “Notice to Bidders” prior to the time indicated in the “Notice to Bidders”. Bids will not be accepted after the designated time in the “Notice to Bidders” and will be returned to the vendor unopened. NOTE: This includes any changes listed on the latest addendum issued, if any. Delay in the mail delivery is not an exception to the deadline for receipt of bids.
3. Bidders are responsible for reporting, in writing, any errors found in the bid specifications to Tompkins County Purchasing, 125 E. Court Street, Ithaca, NY 14850, or consortium@tompkins-co.org. Failure to report errors constitutes acceptance as written.
4. Questions about, or clarifications to, the technical specifications must be made in writing to Tompkins County Purchasing, address above, or email to consortium@tompkins-co.org prior to the bid opening. Such questions must be received by the buyer at least five (5) calendar days prior to the bid due date unless otherwise indicated. Verbal questions may not be entertained.
5. The County reserves the right to “Revise” or “Amend” the bid specifications prior to the bid opening date by written “Addenda”. It is the responsibility of the bidder to ascertain whether any addenda have been issued by checking with the Purchasing Division prior to submitting their bid.
6. No charge shall be allowed for federal, state, municipal sales, surcharges, or excise taxes from which the County is exempt. Exemption certificates will be forwarded to the successful bidder upon request.
7. Bidders shall indicate on the cover page of their electronic bid the following information: A. Title of Bid B. Date & Time of Bid Opening C. Company Name Bidders submitting “alternate” pricing, products, or services must do so as a separate bid package unless otherwise specified, to be considered for award. Each bid must be submitted under separate cover and will be considered on its own merits.
8. In an effort to promote greater use of recycled and environmentally preferable products and minimize waste, all responses submitted should comply with the following guidelines:
  - A. All copies should be delivered electronically
  - B. Unnecessary samples, attachments or documents not specifically asked for should not be submitted.
9. The following forms are to be submitted with the bid package:
  - A. Tompkins County bid form, filled out in its entirety
  - B. Non-Collusive Affidavit, signed and dated
  - C. Insurance Certificate, completed and signed by insurance agent
  - D. Anti-Discrimination Clause, signed and dated
  - E. References as indicated in the bid specifications
  - F. W-9 Request for Taxpayer Identification Number and Certification
  - G. Bid Sign-Off Sheet, filled out in its entirety
  - H. Prevailing Wage Receipt Form
  - I. Vendor Responsibility Form
  - J. Iran Divestment Act Compliance Form
  - K. Any other information required in the bid specifications

Under no circumstances is it necessary to return the technical specifications with the bid. The bidder should retain them for their records.

10. Bidders submitting a bid will be supplied with a copy of the bid tabulation, upon request, with the bid award information as soon as they become available.

11. Failure to submit any of the above data may result in the rejection of the bid as non-responsive. Furthermore, the County reserves the right to require the vendor to supply any additional information it deems necessary to determine the successful responsive/responsible vendor and further to waive any minor informalities it deems to be in its best interest.

12. All bids submitted to Tompkins County become the property of Tompkins County and are subject to Public Information Policy. Any confidential information, such as a company's financial status, if required by the specifications, shall be submitted in a separate sealed envelope with the word "CONFIDENTIAL" on the outside.

13. The apparent silence of the specifications as to any details or the omission from it of a detailed description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used, specified or accepted.

14. Tompkins County reserves the right to consider a bid "incomplete" or "non-responsive" if it is not submitted in accordance with the provision of the specifications, or to waive informalities in any bid as received. The County also reserves the right to reject any and all bids that do not prove to be in the best interest of the County without cause.