

REQUEST FOR PROPOSAL

OSB/PLF Employee Benefits Broker

OREGON STATE BAR

PROFESSIONAL LIABILITY FUND

Tigard, Oregon

Christine Ford

Director of Human Resources – Oregon State Bar

Keith Palevsky

Chief Financial Officer – Oregon State Bar

Jeff Crawford

Director of Administration – Professional Liability Fund

August 20, 2019

Request for Proposal
OSB/PLF Employee Benefits Broker

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PART I
INTRODUCTORY STATEMENT

The Oregon State Bar and the Professional Liability Fund (OSB/PLF) provide a variety of benefits to full-time and part-time employees.

DESCRIPTION OF PROJECT

The OSB/PLF is looking for a full-service broker to provide benefit options for all benefits excluding medical, dental, and vision insurance. Current benefits include life, AD&D, and long-term disability insurance as well as an employee assistance program and a flexible spending account.

DESCRIPTION OF ENTITY

As defined in ORS 9.010, “the Oregon State Bar is a public corporation and an instrumentality of the Judicial Department of the government of the State of Oregon.”

The mission of the bar is to serve justice by promoting respect for the rule of law, improving the quality of legal services and increasing access to justice. The bar functions to license and discipline attorneys, examine applicants for admission to the practice of law in Oregon, and provide numerous educational and professional services for the lawyers and the public. All persons actively practicing law in Oregon are required to be members of the bar. As of April 2018, there were 14,515 active and 4,629 inactive members of the Oregon State Bar.

The bar was created by the legislature in 1935 and is a public corporation and instrumentality of the Judicial Department of the State of Oregon. A 19-member Board of Governors administers the bar and its executive functions. The Board is comprised of fifteen active attorney members and four public members. The bar membership elects attorney members of the Board for four-year terms. The Board appoints the public members.

The day-to-day operations of the bar are managed and administered by the OSB Chief Executive Officer and 87 FTE's, 90 at full capacity. The bar's office is located at 16037 SW Upper Boones Ferry Road, Tigard, Oregon 97224. Its web site is www.osbar.org.

In 1977, the Legislature amended the Bar Act to provide the OSB Board of Governors power to require that lawyers have professional liability insurance, and the power to establish a lawyer's professional liability fund (PLF). ORS 9.080(2)(A)(a)

By OSB board resolution dated July 22, 1977, the board established the PLF, effective July 1, 1978. The resolution contained the provisions creating the PLF and outlining the relationship between the OSB and PLF.

After the adoption of the 1977 Resolution, the board adopted OSB Bylaw Article 23, which created the PLF Board of Directors, vested in the Board of Directors the power "to carry out the provisions of ORS 9.080 relative to the requirement that all active members of the Oregon State Bar in the private practice of law in Oregon carry professional liability coverage," and outlined the board's obligations to oversee matters related to coverage requirements and assessments. Article 23 also delegated to the Board of Directors the "exclusive authority and responsibility to operate and manage all aspects of the PLF" subject to the limitations of the board's own authority as outlined in ORS 9.080.

The day-to-day operations of the PLF are managed and administered by the PLF Chief Executive Officer and 49 FTE's, 50 at full capacity. The PLF's office is located at 16037 SW Upper Boones Ferry Road, Tigard, Oregon 97224. Its web site is www.osbplf.org.

PART II
TERMS AND CONDITIONS FOR REQUEST FOR PROPOSAL FOR
OSB/PLF Employee Benefits Broker

A. INTRODUCTION

The proposals should include all of the activities and costs required to provide the services described in this RFP. The Proposer's response document submitted will be incorporated into the final contract between the OSB/PLF and the Contractor.

This RFP is intended to provide Proposers with the opportunity to present their qualifications and approach clearly and succinctly, while providing the OSB/PLF with comparable information from each Proposer. Please present the proposed solution by responding to the above-description of the OSB/PLF Employee Benefits Broker and in the form requested in Section N below.

B. PROPOSED SCHEDULE

RFP Release	August 20, 2019
Proposals due by 2:00 pm	October 1, 2019
Proposals reviewed by OSB/PLF	October 1-15, 2019
Interview of top candidates	before December 6, 2019
Decision of OSB/PLF	on or before December 31, 2019
Candidate notified of selection	on or before January 15, 2020
Contract executed by	January 30, 2020

Please note, the OSB/PLF, at its sole discretion, may revise these dates.

C. GENERAL PROPOSAL INFORMATION

The OSB/PLF reserves the right, at its sole discretion: 1) to amend or withdraw the RFP; 2) to extend the deadline for submitting proposals; 3) to decide whether a proposal does or does not substantially comply with the requirements of this RFP; 4) to waive any minor irregularity,

informality, or nonconformance with this RFP; 5) to obtain and/or provide references to other public agencies, upon request, regarding the Proposer's contract performance; and 6) at any time prior to contract execution (including after announcement of the apparent awardee): (a) to reject any proposal that fails to substantially comply with all prescribed RFP procedures and requirements; and (b) to reject all proposals received and cancel this RFP upon a finding by the OSB/PLF that there is good cause therefore and that such cancellation would be in the best interests of the OSB/PLF.

All Proposers who submit a response to this RFP understand and agree that the OSB/PLF is not obligated thereby to award a contract to any Proposer and has absolutely no financial obligation to any Proposer. In addition, each Proposer understands and agrees that the OSB/PLF shall under no circumstances be responsible for any costs and expenses incurred in submitting a response to this RFP. Each Proposer who responds to this RFP does solely at the Proposer's cost and expense.

D. ADDENDA

If any part of this RFP is amended, addenda will be provided to all Proposers who received the initial RFP. Once the proposal due date is past, addenda will be provided to all Proposers who submitted a proposal.

E. PROPOSAL PREPARATION AND SUBMISSION

The following items explain the format requirements for Proposal preparation and submission, as well as concerning information regarding the Proposer's experience, qualifications, and references. The OSB/PLF reserves the right to eliminate from consideration any proposal received which does not follow this format.

- Two (2) print copies of the Proposer's response.
- One of the print copy responses must bear an original signature.
- Proposals are to be submitted in a sealed envelope.
- A Word or pdf format of the Proposer's response is to be sent via email to the OSB/PLF Employee Benefits Brokers Committee Chair – Christine Ford.

F. COMMUNICATIONS WITH THE OSB/PLF

Questions and communications about this RFP should be directed to:

Name: Christine Ford
Title: Director of Human Resources
Phone Number: (503) 431-6401
Email: CFord@osbar.org

G. CONTRACTUAL REQUIREMENTS

The selected Proposer will execute an appropriate contract with the Oregon State Bar for the broker services. It is now anticipated this contract will be executed on or before January 30, 2020. The terms of this contract include normal industry standard requirements between contractor and client.

H. PRICE

All prices, delivery schedules, and any other significant factors contained in the proposal shall be valid for 90 days from the proposal closing date, unless otherwise specified in the RFP. The OSB/PLF may request that Proposers extend this time in writing. Prices quoted shall include all costs for services provided under this contract. Any unspecified costs shall be borne by the Contractor.

I. EVALUATION OF PROPOSALS

Evaluation of the Proposals is scheduled to be completed by the OSB/PLF Employee Benefits Brokers Committee on or before October 15, 2019. All responses will be assessed based on the criteria in this RFP. The OSB/PLF selection decision is final.

J. PUBLIC RECORDS

This RFP and one copy of each original proposal received in response to it, together with copies of all documents pertaining to the award of a contract, shall be kept by the OSB/PLF and made a part of a file or record which shall be open to public inspection. If a proposal contains any information that is considered a trade secret under ORS 192.345(2), each sheet of such information must be marked with the following legend:

"This data constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."

The OSB/PLF can protect trade secrets only to the extent permitted by the Oregon Public Records Law. The Oregon Public Records Law exempts from disclosure only bona fide trade

secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance" ORS 192.345(2). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law.

K. INVESTIGATION OF REFERENCES

The OSB/PLF reserves the right to investigate the references and the past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, and its completion or delivery of a project on schedule. The OSB/PLF may postpone the award or execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation. The OSB/PLF reserves its right to reject any proposal or to reject all proposals at any time prior to the OSB/PLF execution of a contract.

L. SELECTION NOTIFICATION

Competing Proposers shall be notified via email of the selection of the apparent successful Proposer.

M. PROPOSAL SUBMISSION

Two (2) print copies, one with the Proposer's original signature, must be submitted no later than 2:00 pm, October 1, 2019 to:

Name Christine Ford
Job Title Director of Human Resources
 Oregon State Bar
 16037 SW Upper Boones Ferry Road
 PO Box 231935
 Portland, OR 97281

The same proposal must also be submitted via email to Christine Ford no later than 2:00 pm, October 1, 2019.

N. PROPOSAL REQUIREMENTS

Your proposal must include the following information unless otherwise indicated below:

1. In what year were you founded?
2. (Voluntary Disclosure) Please indicate whether your organization is a small or minority-owned business. OMWESB / COBID Registration Number: _____
OMWESB (Oregon Minority, Women, and Emerging Small Business)
COBID (Oregon Certification Office for Business and Diversity)
3. What is your business structure?
4. How many employees do you have? (Please distinguish between full-time employees on site and contract or other employees to whom you outsource.)
5. Please provide three references, with contact information, with whom you have collaborated on similar projects.
6. Please list the state bar associations with which you have had relationships since your inception and the duration of each (regardless of whether you currently have a relationship). For those relationships that are no longer in place, please state the reasons for termination.
7. Do you outsource any of the work done by your company? If so, please describe the work and the entities to which you outsource.
8. (Voluntary Disclosure) Describe your firm's commitments to providing equal employment opportunities including your organizations' or agency's efforts to develop an internal diverse workforce; internal on-the-job training, mentoring, technical training and/or professional development opportunities addressing diversity; and the process(es) used to recruit women and minorities.
9. Please provide a history of any litigation you have been involved in since your inception, including ongoing litigation as well as how any prior litigation was resolved.
10. Explain what cyber security measures you take to protect your data and any data of ours to which you may have access.
11. Describe the team that will be assigned to this project, including what each persons' role would be and a brief summary of each person's qualifications.
12. Outline your overall process/scope for this project in detail, and outline a time frame for completion.
13. Please provide a detailed budget for this project. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.