



County of El Paso Purchasing Department
800 E. Overland Room 300
El Paso, Texas 79901
(915) 546-2048 / Fax: (915) 546-8180
www.epcounty.com

ADDENDUM 1

To: All Interested Bidders
From: Lucy Balderama, Inventory Bid Technician
Date: August 21, 2012
Subject: RFP# 12-061, Consultation Services for Health & Dental Benefits for the County of El Paso

- This RFP has been extended to Thursday, October 25, 2012 at 2:00 p.m.

The Purchasing Department has received the following question in regards to the proposal mentioned above:

1. **Can I become a provider as opposed to a consultant in the future if by chance I became the consultant on this proposal?**

A person/entity cannot serve as both a consultant and a vendor at the same time. If the person/entity wanted to participate in a future bid on procurement, they would have to terminate their contract and they could not have been involved in the bid preparation or have knowledge that would provide an unfair advantage.

2. **Are you unhappy with your current consultant?**

No. However, the current contract which has been in place for several years is expiring.

3. **Why are you out to bid? How long has the current consultant had the business?**

See answer #2

4. **What fee are you currently paying your consultant?**

The current contract is limited to under \$50,000 per year, but we are billed and pay on a per hour basis up to this amount.

5. **How many retirees are on the retiree medical?**

121

6. Who is the current medical TPA for your medical plan?

HealthSCOPE Benefits

7. Are you self-funding your retirement population?

The County of El Paso is self-funded.

8. Who is the retiree medical carrier?

HealthSCOPE Benefits

9. Does the retiree pay 100% of their medical/dental premium?

Yes

10. Please expand on your expectations of training your risk pool board member. Please be specific as to your training expectations from an audit, legal and TPA perspective.

Mandatory Training – Trustees who act as fiduciaries for the Risk Pool must have at least 16 hours of combined professional instruction either by attending a seminar or by other modes of instruction with four hours of instruction in each of the following areas:

- A. Laws governing the establishment and operation of risk pools by political subdivisions;
- B. Principles of self-insurance and risk pools, including actuarial and underwriting principles and investment principles;
- C. Principles relating to reading and understanding financial statements; and
- D. The general fiduciary duties of trustees.

11. Do you want pricing included for printing communication booklets or just preparing them?

Include pricing.

• **Please add the following to the specification on this RFP;**

Provide a list of third party administrators or insurance providers that you or your company currently promotes or performs service and/or receives compensation or reimbursement.

Provide a list of clients that you have provided consulting service for over the past three years.

Provide information involving any disciplinary action, judgments, or sanctions you or your company has received over the past five years.

Please see the attached revised review committee for the Conflict of Interest Form



COUNTY OF EL PASO
County Purchasing Department
800 E. Overland, RM 300
El Paso, Texas 79901
(915) 546-2048
(915) 546-8180 Fax

RE: RFP #12-061, Consultation Services for Health & Dental Benefits for the County of El Paso

Dear Vendor:

As of January 1, 2006, the Texas Local Government Code Chapter 176 requires all vendors and potential vendors who contract or seek to contract for the sale or purchase of property, goods, or services with any local government entity to complete and submit a Conflicts of Interest Questionnaire. A copy of the requirements regarding vendors is attached. Also attached is a copy of the Questionnaire which needs to be filed and was prepared and approved for statewide use by the Texas Ethics Commission.

In filing out the Questionnaire, the following are the County Officers that will award the bid and the employees which will make a recommendation to the Commissioners Court:

County Officers: County Judge Veronica Escobar
Commissioner Anna Perez
Commissioner Sergio Lewis
Commissioner Tania M. Chozet
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent
Jose Lopez, Jr., Assistant Purchasing Agent
Peter Gutierrez, Buyer II
Elvia Contreras, Formal Bid Buyer
Araceli Hernandez, Inventory Bid Technician
Lucy Balderama, Inventory Bid Technician
Betsy Keller, HR Manager
Sam Trujillo, Risk Manager
Lupe Jaurequi, Benefits Specialist
Jim Fashing, RPB
Justin Pretiger, RPB
Ed Dion, County Auditor
Wallace Hargrove, Auditor's Dept
Edward Hyatt, Auditor's Dept
James Utterback, Auditor's Dept
Lee Shapleigh, Assistant County Attorney
Josie Brostrom, Assistant County Attorney
Janet Monteros, County Attorney's Office
Melissa M Carrillo, Assistant HR Director

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7th business day after submitting an application, response to an RFP, RFQ or bid** or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor

COUNTY OF EL PASO PURCHASING DEPARTMENT

PITI VASQUEZ, PURCHASING AGENT
JOSE LOPEZ, JR. ASST. PURCHASING AGENT
LUCY BALDERAMA, INVENTORY BID TECHNICIAN
ARACELI HERNANDEZ, INVENTORY BID TECHNICIAN

MDR BUILDING, 800 E. OVERLAND
ROOM 300, EL PASO TEXAS 79901
(915)546-2048, FAX (915)546-8180
ELVIA CONTRERAS, FORMAL BID BUYER

Instructions: Conflict of Interest Form (CIQ)

- **Please complete CIQ Form whether or not a conflict exists.**
- **Box #1 All Vendors** Must Print Clearly their names and company name.
- **Box #2** If the vendor has already filed a CIQ for the current year and is updating (filing a new one) due to changes on bid, please check box. If this is the first time within the current year that the vendor is submitting a CIQ, then do not check this box.
- **Box #3** If you are filing a disclosure of conflict of interest, meaning that you do have a relationship with someone listed on the page prior to the CIQ form on your BID, RFP, RFQ, or RFI, then you must print the name of the person whom you have a business relationship with.
- If you answer **yes** to any of the following: **Item A, B, C** you have a conflict and must disclose on this form.
- **Item D** List the type of relationship and what department in the local government the person you have listed in **Box #3**.
- **Box #4** Please have the person that is named on **Box# 1**, sign and date in this box. We request a contact number in case there are any questions or form is missing information. This is a courtesy to you.
- It is the vendor's responsibility to submit the CIQ document number provided by the County Clerk's to the Purchasing Department.
- Please note that the state law requires that the Questionnaire be filed with the COUNTY CLERK no later than the 7th business day after submitting an application, response to an RFP, RFQ, RFI or bid or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor and will disqualify your bid offer.
- **File a completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk** in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by **fax to 915-543-3816** the attention of the County Clerks office.
- If filing by fax use your fax confirmation (date/time) for your records. To obtain a copy/CIQ document number go to our website at www.epcounty.com, click on public records, click on to [Official Public Records](#) - Deeds of Trust, Liens and other public documents (County Clerk), type in the name of your company, on Style: scroll to CIQ-Conflict INT. QUESTIONNAIRE, and click on Search. It will be available on the website approximately 7 to 15 business days. Please fax a copy of your fax confirmation (date/time) to The Purchasing Department at (915) 546-8180. If you have not yet placed it in your Bid, RFP, RFQ, RFI.
- If you have any questions, please call Lucy Balderama at 915-546-2048

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

Bid # 12-065

1 Name of person who has a business relationship with local governmental entity.

2

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3

Name of local government officer with whom filer has employment or business relationship.

 Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

 Signature of person doing business with the governmental entity

 Date