



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Request for Proposal

Shelby County Government

Purchasing Department

160 N. Main St., 9th Floor, Suite 900
Memphis, TN 38103

Issued: February 23, 2015

Due: March 20, 2015 no later than 4:00 P.M. (Central Standard Time)

RFP #15-002-28

Voluntary Employee Dental Program

(Human Resources – Employee Benefits)

Shelby County Government is soliciting proposals, on a competitive basis, from interested and qualified companies or professionals to provide services for administration of its Voluntary Employee Dental Program. Shelby County has retained the services of Buck Consultants to assist in the preparation and evaluation of the proposals for completeness and responsiveness to the RFP. This RFP is issued by Buck Consultants via the eRFP site, Proposal Tech, on behalf of Shelby County. *You must have access to the Internet in order to participate in this solicitation.*

This letter constitutes as your invitation to bid. This RFP process will be conducted via the Internet, using the Proposal Technologies Network, Inc. application.

If you have satisfied the County's requirements and would like to submit a response to the RFP, please contact Buck Consultants' below to obtain registration information for Proposal Tech. The RFP specifications are contained in the electronic RFP (eRFP). Each proposer will then receive an automated notification from Proposal Tech, with instructions on how to log on and access the RFP and all related attachments.

Ms. Felicia Berry
Buck Consultants, LLC
200 Galleria Pkwy., Suite 1900
Atlanta, GA 30339
Felicia.berry@xerox.com
PH: 770-916-4121

Please Note: As a part of doing business with Shelby County, each individual, company or organization is required to obtain a vendor number and an "Equal Opportunity Compliance (EOC)" certification number.

If your company does NOT have a vendor number and EOC number you can access the online applications to receive the numbers indicated above at www.shelbycountyttn.gov. To obtain a vendor number and an EOC number, please follow the instructions below:

Vendor Number (Purchasing Department)

At the top of the home page, click on the links "Department", "P" for the Purchasing Department and "Conducting Business with Shelby County". The "Vendor Registration" link is at the bottom of the drop down box. Please download the application instructions and read thoroughly prior to accessing the application. (*Applications for a vendor number are accepted online only.*)

Equal Opportunity Compliance (EOC) Number (EOC Administration Office)

At the top of the home page, click on the links "Department", "E" for the Equal Opportunity Compliance and "Contract Compliance Program". The "Contract Compliance Packet" link is in the middle of the page. Please print the packet and *mail or fax* the completed packet to the EOC office. The mailing address is 160 N. Main Street, 2nd Floor, Suite 200, Memphis, TN 38103. The fax number is 901-222-1101.

If you have any questions regarding the applications, you may contact Purchasing at (901) 222-2250 or the EOC Administration Office at (901) 222-1100.

Note: To inquire whether your company is a certified vendor with Shelby County Government or after submitting the above applications, you may contact the Buyer of this RFP, Debra Louis at Debra.Louis@shelbycountyttn.gov to assist in expediting the process.

The proposal, as submitted, should include all estimated costs and information related to the services requested by the RFP specifications. If selected, your proposal will be the basis for negotiating a contract with Shelby County Government. *In addition to completing your electronic submission through the Proposal Technologies Network (www.proposaltech.com), you will be required to provide two (2) hardcopies (with original signatures) of your proposal to the Shelby County Purchasing Department.*

Your electronic proposal response must be submitted in the secured ProposalTech's system and two (2) hardcopies of your proposal response must be received by the Shelby County Purchasing Department **no later than 4:00 p.m. (CST) on Friday, March 20, 2015.** Hard copy proposals should be addressed to:

Debra D. Louis, Buyer
Shelby County Government
Purchasing Department
160 N. Main Street, 9th Floor, Suite 900
Memphis, TN 38103

The package containing two (2) original hardcopies of your proposal must be sealed and marked with the Proposer's name and "CONFIDENTIAL, VOLUNTARY EMPLOYEE DENTAL PROGRAM, RFP #15-002-28" noted on the outside.

Sincerely,

Signed Original On File

Debra D. Louis, Buyer
Shelby County Government
Purchasing Department