

SCHOOL DISTRICT OF PALM BEACH COUNTY

PURCHASING DEPARTMENT

REQUEST FOR PROPOSAL (RFP)

REQUIRED RESPONSE FORM

03C-013B

DATE: April 11, 2003

TITLE: RFP FOR DENTAL INSURANCE

This proposal must be submitted to the School District of Palm Beach County, Purchasing Department, 3326 Forest Hill Boulevard, Suite A-323, West Palm Beach, Florida 33406-5813, no later than 2:00 PM on May 8, 2003, and plainly marked RFP-03C-013B. Proposals are due and will be opened at this time.

Anti-Collusion Statement / Public Domain

I, the undersigned proposer have not divulged, discussed, or compared this proposal with any other proposer and have not colluded with any other proposer in the preparation of this proposal in order to gain an unfair advantage in the award of this proposal.

I acknowledge that all information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119, F.S.

Proposal Certification

I hereby certify that I am submitting the following information as my company's proposal and understand that by virtue of executing and returning with this proposal this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the contents of Pages 1 through 57 inclusive of this Request for Proposal, and all appendices and the contents of any Addendum released hereto. Proposal must be signed by an officer or employee having authority to legally bind the proposer.

PROPOSER (firm name): _____

STREET ADDRESS: _____

CITY & STATE: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TITLE: _____ DATE: _____

CONTACT PERSON: _____

CONTACT PERSON'S ADDRESS: _____

TELEPHONE: _____ FAX: _____ TOLL FREE: _____

E-MAIL ADDRESS: _____ INTERNET URL: _____

PROPOSER TAXPAYER IDENTIFICATION NUMBER: _____

NOTE: Entries must be completed in ink or typewritten. An original manual signature is required.

SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA

REQUEST FOR PROPOSAL FOR DENTAL INSURANCE

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SCHOOL DISTRICT OF PALM BEACH COUNTY
REQUEST FOR PROPOSAL FOR
DENTAL INSURANCE

1.0 INTRODUCTION

- 1.1 This is a Request for Proposal (RFP) to provide **DENTAL INSURANCE** for the School District of Palm Beach County, Florida (the District). Any company responding to the RFP offering to provide the requested coverage(s) will be referred to as the "Proposer". It is the intent of the District to enter into contracts for services described herein with one or more vendors. We are interested in both fully insured and self-insured proposals.

The School District requests that proposals be submitted directly from qualified insurance carriers, net of commission. The District will pay no commissions on Dental. The purpose of the RFP process is to facilitate the receipt of a uniform body of information to review and evaluate to determine those proposers most capable of providing the services specified in this RFP at the most advantageous cost.

The Proposer selected will be required to perform all services and duties customarily and usually performed by an insurance firm in the administration of Dental Coverage.

In the event multiple proposers submit a joint proposal in response to this RFP, a single proposer shall be identified as the Prime Vendor. If offering a joint proposal, the Prime Vendor must include the name and address of all parties of the joint proposal. The Prime Vendor shall provide all insurance requirements, execute any contract, complete the Required Response Form enclosed herein, have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with the Prime Vendor shall be acceptable. The Prime Vendor responsibilities shall include, but not be limited to, performance of overall contract administration, preside over other proposers participating or present at District meetings, oversee preparation of reports and presentations, and file any notice of protest and final protest as described herein. The Prime Vendor shall remain responsible for performing services associated with response to this RFP.

- 1.2 Due care and diligence have been exercised in the preparation of this RFP and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposures to risk and verification of all information herein rest solely with the Proposer. Neither the District nor its representatives will be responsible for any error or omission in this RFP, nor for the failure on the part of the Proposer to determine the full extent of the exposures.
- 1.3 A Proposer may quote on a portion of the coverage lines (just Managed Care, just PPO or just Indemnity), or all coverage lines together, however, if quoted together each coverage line must show a separate pricing. The School District reserves the option to purchase all or only a portion of the coverage lines proposed. If the District should choose to purchase only one plan and the pricing will be different, please state what the individual price will be.
- 1.4 The proposer must be licensed in good standing in the State of Florida to conduct dental insurance business in Florida. The proposer must have been licensed to provide dental insurance for a minimum of five years.
- 1.5 All terms and conditions of this RFP, any addenda, proposer's submissions and negotiated terms, are incorporated into the contract by reference as set forth herein.

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- 1.6 Document files may be examined, during normal working hours, ten days after proposals have been opened.

2.0 INSTRUCTIONS TO PROPOSER

- 2.1 All proposals must be received no later than 2:00 PM, on **May 8, 2003**. If a proposal is transmitted by US Mail or other delivery medium, the proposer(s) will be responsible for its timely delivery to the Department of Purchasing, Suite A-323, 3326 Forest Hill Boulevard, West Palm Beach, Florida 33406-5813.
- 2.2 Any proposal received after the stated time and date, will not be considered and will be returned unopened to the proposer(s).
- 2.3 One manually signed original and **fourteen (14)** photocopies of the proposal must be sealed in one package and clearly labeled **"REQUEST FOR PROPOSAL FOR DENTAL INSURANCE"** on the outside of the package. The legal name, address, proposer's contact person, and telephone number must also be clearly annotated on the outside of the package.
- 2.4 All proposals must be signed by an officer or employee having authority to legally bind the proposer(s).
- 2.5 Any corrections of unit prices must be initialed. This includes corrections made using correction fluid (white out) or any other method of correction.
- 2.6 Proposer should become familiar with any local conditions that may, in any manner, affect the services required. The proposer(s) is/are required to carefully examine the RFP terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to lack of knowledge of these conditions.
- 2.7 Proposals not conforming to the instructions provided herein will be subject to disqualification at the sole option of the District.
- 2.8 Any proposal may be withdrawn prior to the date and time the proposals are due. Any proposal not withdrawn will constitute an irrevocable offer, for a period of 90 days, to provide the District with the services specified in the proposal.
- 2.9 DELIVERY OF RFPS: When hand delivering your RFP, proposers must follow the School District's security access procedures. The procedures are as follows:
- A. Park in visitors' parking area.
 - B. Enter building through the front door.
 - C. Present RFP to Purchasing Department receptionist for official date/time stamping.

PROPOSERS SHOULD ALLOW AT LEAST 30 MINUTES TO FOLLOW THE ABOVE PROCEDURES AND SUBMIT THEIR RFP TO THE PURCHASING DEPARTMENT RECEPTIONIST, NO LATER THAN THE DATE AND TIME DESIGNATED IN THE RFP.

3.0 TIME SCHEDULE

- 3.1 The District will attempt to use the following time schedule which will result in selection of a proposer(s).

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April 17, 2003	Pre proposal Conference
April 17, 2003	All written questions and inquiries are due.
May 8, 2003	Proposals due no later than 2:00 PM.
May 14, 2003	* Evaluation Committee Meeting
May 19, 2003	Oral Presentation (If needed)
May 22, 2003	Posting of Recommendation.
June 25, 2003	Recommend proposer(s) to the School Board for approval.

* This is an open, public meeting.

- 3.2 Notification of any changes to the time schedule will be made to proposers by US certified mail, e-mail or fax.
- 3.3 Response to inquiries regarding the status of a proposal must not be made prior to the posting of award recommendation.

4.0 AWARD

- 4.1 The District reserves the right to accept or reject any or all proposals.
- 4.2 The District reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a clarification or other information to evaluate any or all proposals.
- 4.3 The District reserves the right, before awarding the contract, to require proposer(s) to submit evidence of qualifications or any other information the District may deem necessary.
- 4.4 The District reserves the right, prior to Board approval, to cancel the RFP or portions thereof, without penalty.
- 4.5 The District reserves the right to: (1) accept the proposals of any or all of the items it deems, at its sole discretion, to be in the best interest of the District; and (2) the District reserves the right to reject any and/or all items proposed or award to multiple proposers.
- 4.6 The proposal with the highest number of points will be ranked first; however, nothing herein will prevent the School Board of Palm Beach County, Florida, from making multiple awards and to deem all proposals responsive, and to assign work to any firm deemed responsive.
- 4.7 The District reserves the right to further negotiate any proposal, including price, with the highest rated proposer. If an agreement cannot be reached with the highest rated proposer, the District reserves the right to negotiate and recommend award to the next highest proposer or subsequent proposers until an agreement is reached.

5.0 TERM OF CONTRACT / RENEWAL

- 5.1 The term of this contract shall be for two years from the date of award, and may, by mutual agreement between the School Board and the awardee, be renewable for two additional one-year periods. The Board, through the Purchasing Department, will, if considering renewing, request a letter of intent to renew from the awardee prior to the end of the current contract period. If needed, the contract will be extended 90 days beyond the contract expiration date. The awardee will be notified when the Board has acted upon the recommendation. All prices shall be firm for the term of this contract. The awardee agrees to this condition by signing their proposal.

6.0 FUNDING OUT, TERMINATION, CANCELLATION

- 6.1 Florida School Laws prohibit School Board from creating obligations on anticipation of budgeted revenues from one fiscal year to another without year-to-year extension provisions in the agreements.
- 6.2 It is necessary that fiscal funding out provisions be included in all RFPs in which the terms are for periods of longer than one year.
- 6.3 Therefore, the following funding out provisions are an integral part of this RFP and must be agreed to by all proposers:

The School Board may, during the contract period, terminate or discontinue the services covered in this RFP for lack of appropriated funds upon the same terms and conditions as set forth in Section 17.0, Cancellation of Award / Termination.

Such prior written notice will state:

- a. That the lack of appropriated funds is the reason for termination, and
- b. Agreement not to replace the services being terminated with services similar to those covered in this RFP from another vendor in the succeeding funding period.

“This written notification will thereafter release the School Board of all further obligations in any way related to such equipment covered herein”.

- 6.4 This completed statement must be included as part of any contract submitted by the successful proposer. No contract will be considered that does not include this provision for “funding out”.

7.0 RFP INQUIRIES

- 7.1 Any questions concerning conditions and specifications must be submitted in writing and received no later than 5:00 p.m. EST, **April 17, 2003**. Questions received in writing by the time and date specified will be answered in writing. Karen Brazier is authorized only to direct the attention of prospective proposers to various portions of the RFP so that they may read and interpret such for themselves. Neither Karen Brazier nor any employee of the District is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in the written documents.

Send all inquiries to attention:

Karen Brazier, Purchasing Agent
Purchasing Department
School District of Palm Beach County
3326 Forest Hill Boulevard
West Palm Beach, FL 33406
(561) 434-8308 FAX (561) 434-8185
brazierk@palmbeach.k12.fl.us

- 7.2 If necessary, an addendum will be mailed or delivered to all who are known by the Purchasing Department to have received a complete set of proposal documents.
- 7.3 Copies of addendum will be made available for inspection at the District's Purchasing Department where proposal documents will be kept on file.

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7.4 No addendum will be issued later than three calendar days prior to the date for receipt of proposals except an addendum withdrawing the request for proposals or one that includes postponement of the date for receipt of proposals.

7.5 No verbal or written information that is obtained other than by information in this document or by addendum to this RFP will be binding on the District.

8.0 BENEFICIAL INTEREST AND DISCLOSURE OF OWNERSHIP AFFIDAVIT

8.1 The School District is requesting this affidavit to include a list of every "person" (as defined in Section 1.01(3), Florida Statutes to include individuals, children, firms, associates, joint adventures, partnerships, estates, trusts, business trusts, syndicates, fiduciaries, corporations and all other groups and combinations) holding 5% or more of the beneficial interest in the disclosing entity. The affidavit must be returned to the Purchasing Department **with** the RFP. See ATTACHMENT E.

9.0 LOBBYING

9.1 PROPOSERS ARE HEREBY ADVISED THAT LOBBYING IS NOT PERMITTED WITH ANY DISTRICT PERSONNEL OR BOARD MEMBERS RELATED TO OR INVOLVED WITH THIS RFP UNTIL THE ADMINISTRATION'S RECOMMENDATION FOR AWARD HAS BEEN POSTED AT THE PURCHASING DEPARTMENT. ALL ORAL OR WRITTEN INQUIRIES MUST BE DIRECTED THROUGH THE PURCHASING DEPARTMENT.

9.2 LOBBYING IS DEFINED AS ANY ACTION TAKEN BY AN INDIVIDUAL, FIRM, ASSOCIATION, JOINT VENTURE, PARTNERSHIP, SYNDICATE, CORPORATION, AND ALL OTHER GROUPS WHO SEEK TO INFLUENCE THE GOVERNMENTAL DECISION OF A BOARD MEMBER OR DISTRICT PERSONNEL AFTER ADVERTISEMENT AND PRIOR TO THE POSTED RECOMMENDATION ON THE AWARD OF THIS CONTRACT.

9.3 ANY BIDDER WHO IS ADVERSELY AFFECTED BY THE RECOMMENDED AWARD MAY FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES. FAILURE TO POST BOND WITH THE SCHOOL BOARD OR TO ADHERE STRICTLY TO THE REQUIREMENTS OF STATUTES AND STATE BOARD RULES PERTAINING TO PROTESTS WILL RESULT IN SUMMARY DISMISSAL BY THE PURCHASING DEPARTMENT. ADDITIONALLY, ANY BIDDER WHO IS ADVERSELY AFFECTED BY THE RECOMMENDED AWARD MAY ADDRESS THE SCHOOL BOARD AT A REGULARLY SCHEDULED BOARD MEETING.

9.4 ANY PROPOSER OR ANY INDIVIDUALS THAT LOBBY ON BEHALF OF PROPOSER DURING THE TIME SPECIFIED WILL RESULT IN REJECTION / DISQUALIFICATION OF SAID PROPOSAL.

10.0 PRE-PROPOSAL CONFERENCE

10.1 A pre-proposal conference will be held at the School District of Palm Beach County, Fulton Holland Educational Services Center, 3300 Forest Hill Boulevard, West Palm Beach, Florida, Thurber A, Wing C, First Floor, on April 17, 2003 at 9:00 a.m. All prospective proposers should attend said pre-proposal conference.

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- 10.2 Bring all questions in writing. Compose your questions on paper, ask your questions at the pre-proposal conference and give the facilitator the written copy of your questions. Please write each question that you will ask on a separate piece of paper showing the RFP page number to which the question refers. After you ask your questions, the District facilitator will collect your written copy of the questions asked. Submitting your questions in writing will assist in the preparation of an addendum and will eliminate any confusion in understanding your questions.

11.0 SCOPE OF SERVICES

11.1 Negotiation

The District, at its option, may undertake simultaneous negotiations with those Proposers who have submitted reasonable and timely proposals and which are found to be fully qualified and capable of meeting all servicing requirements as provided in Florida Statute §112.08.

The District will determine which of the Proposers, if any, with whom it wishes to negotiate based on preliminary analysis of those most capable of meeting the financial and servicing requirements set forth in the Evaluation Criteria and information herein.

11.2 Financial Responsibility

Only the Proposer that is financially capable of providing the requested benefit(s) and/or service(s) and does not represent a financial risk to the District or its employees as determined by the District in its sole discretion, will be considered.

11.3 Authorized Insurers

Representing or aiding any unauthorized insurer or product is prohibited by Florida Statutes §§626.901 and 626.902. Proposals that include insurance provided by an unauthorized insurer will not be accepted.

11.4 District's Right To Records

All records, documents and information collected and or maintained by others in the course of the administration of any contract that is entered into will be made accessible to the District for the purpose of inspection, reproduction, and audit without restriction.

11.5 Reformation of Contract

The Proposer whose proposal is accepted by the District agrees to reform the contract document, as necessary, to reflect the terms of the final agreement between the Proposer and the District.

12.0 EVALUATION COMMITTEE MEETINGS

- 12.1 As stated in Section 3.1 and Section 15.2 a committee will be convened to review and evaluate responsive proposals, for the purposes of making a decision as to an intended award. Per F.S. 286.011, this is an open public meeting. The meeting will be held at the School District of Palm Beach County, Fulton Holland Educational Services Center, 3300 Forest Hill Boulevard, Thurber A, Wing C, First Floor, West Palm Beach, FL 33406, on May 14, 2003 at 9:00 a.m.

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13.0 PREPARATION AND SUBMISSION

- 13.1 In order to maintain comparability and enhance the review process, it is requested that proposals be organized in the manner specified below. Include all information in your proposal. **It is required that fourteen (14) copies of the proposal be submitted with the original proposal.**
- 13.2 **Title Page:** Show the RFP number, subject, name of the proposer, address, telephone number, email address and the date.
- 13.3 **Table of Contents:** Include a clear identification of the material by section and by page number.
- 13.4 **Letter of Transmittal:** Give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses and telephone numbers.
- 13.5 **Request for Proposal:** Required Response Form (page 1 of RFP) with all required information completed and all signatures as specified.
- 13.6 **Section C - Proposal Forms:** Complete all applicable required exhibits in this section. Each requested document, which is attached to the proposal, should be labeled with the number of the exhibit to which it corresponds.
- 13.7 **Rate:** Proposers are required to provide rate guarantee of at least 12 months. Rate guarantees longer than the requested 12-month period are encouraged and preferred.
- 13.8 **Experience and Qualifications of the Firm:** State the experience your firm has had in the last three years with providing Dental Insurance.
- 13.9 **Qualifications of Staff:** Give the names of individuals who will be assigned to this contract, including their resumes and expand on their experience in the area they will be serving.
- 13.10 **Minority/Women Business Participation:** Proposers are to indicate the extent and nature of the M/WBE's scope of work with specificity as it relates to the services described in the RFP. The District will be reviewing and verifying the M/WBE participation level and value of participation primarily in the areas of printing services, mailing and distribution, and employee liaison. Using the M/WBE participation Letter of Intent (Attachment A) and the M/WBE Subcontractor Participation Summary (Attachment B), proposer must submit their list of minority sub-contractors and the percent of participation for each. Proposers shall provide certificates for each M/WBE firm verifying their certification with the District or the State of Florida. Proposers that are District or State certified minority, women, or disadvantaged business enterprises, at the time of submittal, will be awarded a maximum of ten points. Proposers that do not meet the above requirement may sub-contract minority business participation in accordance with Section 33.0 and receive participation points.

Points for utilization of certified M/WBE subcontractors shall be assigned as follows:

13% or more	10 points
10% - 12%	8 points
7% - 9%	6 points
4% - 6%	4 points
1% - 3%	2 points
0%	0 points

Items to be considered for assigning points for minority/women participation shall include but not be limited to:

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- A. Statement of minority involvement in the RFP proposal process.
- B. Firm meeting Palm Beach County School Board RFP qualifications and specifications.
- C. Signed agreement attached to RFP proposal for M/WBE firm.
- D. Details of levels of professional services/staffing of M/WBE firm involved throughout the engagement.
- E. Extent of primary firm's commitment to minority/women on a local level.

- 13.11 **Insurance:** Provide proof of your company's insurance as required in Section 24.0 of this RFP or submit a letter of your intention to have the required insurance within ten days of notification by the District.

14.0 ORAL PRESENTATION

- 14.1 Firms who submit proposals in response to this RFP and are selected by the Evaluation Committee will be required to give an oral presentation of their proposal to the Evaluation Committee on May 19, 2003. This will provide an opportunity for firms to highlight their proposals. This is only a fact-finding and explanation session to assist staff in recommending the successful firm and does not include contract award or negotiations. The presentation is to be based upon the written proposals received. The presentations will be held at School District of Palm Beach County, Fulton Holland Educational Services Center, 3300 Forest Hill Boulevard, Thurber A, Wing C, First Floor, West Palm Beach, FL 33406.

15.0 PROPOSAL EVALUATION PROCESS:

- 15.1 RFPs are received and publicly opened. Only names of respondents are read at this time.
- 15.2 An Evaluation Committee, consisting of District personnel, will convene, review and discuss all proposals submitted. Purchasing personnel will participate in an advisory capacity only.
- 15.3 The Evaluation Committee will assign points in the evaluation and recommendation process in accordance with the evaluation criteria listed in Evaluation Criteria, Section 16.0.
- 15.4 The Evaluation Committee reserves the right to interview any or all proposers and to require a formal presentation with the key people who will administer and be assigned to work on the contract before recommendation of award. This interview is to be based upon the written proposal received.
- 15.5 The Evaluation Committee reserves the right to negotiate further terms and conditions, including price with the highest ranked proposer. If the Evaluation Committee cannot reach a mutually beneficial agreement with the first selected proposer, the Committee reserves the right to enter into negotiations with the next highest ranked proposer and continue this process until agreement is reached.
- 15.6 There will be two ranking processes:
- Process 1 - The first process will rank all carriers as if the outcome would be multiple carriers with at least one plan option each. At least one HMO and one PPO/Indemnity-style plan will be in the final mix.
 - Process 2 - The second process will rank all carriers as if the outcome would be only one carrier with more than one plan option.

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Ranking for Process 1 -

- 1) A ranking will be done for an HMO with consideration for any caveats regarding the restrictions provided by a carrier with respect to their willingness to offer packages within the multi-carrier idea.
- 2) After a first place ranking is completed, a second HMO ranking will be done. The requirements within B - Products & Services of the Evaluation Criteria under 13.0, will be viewed with the idea of complementing the benefit plan and networks of the highest ranked HMO.
- 3) Step 2 will be repeated until all HMO's are ranked.
- 4) Steps 1-3 are repeated for PPO/Indemnity Plans

The highest ranked carrier under one process will not necessarily be the highest ranked carrier under the second process.

- 15.7 For Process 1, the Evaluation Committee will negotiate with the top two or more carriers simultaneously. The number of carriers chosen will be at the sole discretion of the School District and/or School Board.
- 15.8 The Purchasing Department will prepare and submit an agenda item to the Superintendent of Schools, Palm Beach County, Florida.
- 15.9 The Superintendent will recommend to the School Board, the award or rejection of any and/or all proposal(s).
- 15.10 The School Board will award or reject any or all proposal(s).

16.0 EVALUATION CRITERIA

The Evaluation Committee shall rank all proposals received that meet the submittal requirements. The following factors will be considered in ranking the proposals received:

MAXIMUM POINTS

- | | |
|---|----|
| A. Rate | 45 |
| Proposers are required to provide rate guarantees of at least 12 months. Rate guarantees, or rate caps, longer than the requested 12 months are encouraged and will be valued accordingly. | |
| B. Products and Services | 25 |
| Products and services outlines herein, including networks and benefit levels. Administrative considerations, including data collection and availability of data reports, responsiveness to RFP requirements, completion of required RFP forms and inclusion of required materials and data. | |
| C. Experience and Performance | 20 |
| Proposer experience and performance, including sophistication of dental claims management, number of currently contracted employers, comments from current and past client references (including that of the Palm Beach County School District), experience with public entities, length of time in the dental and financial ratings. | |
| D. Minority/Women Business Participation | 10 |
| Proposers that are District or State certified minority, women, or disadvantaged business enterprises, at the time of submittal, will be awarded a maximum of ten points. Points for subcontractors will be awarded in accordance with considerations outlined in Section 13.10 | |

Total	<u>100</u>
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- 16.1 The decision on which final outcome, i.e., one carrier with multiple plans or multiple carriers with one or more plans, will be determined after all the results of both processes are complete.

17.0 CANCELLATION OF AWARD/TERMINATION

- 17.1 In the event any of the provisions of this proposal are violated by the proposer(s), the Superintendent or designee will give written notice to the proposer(s) stating the deficiencies and unless the deficiencies are corrected within ten (10) days, recommendation will be made to the District for immediate cancellation. Upon cancellation hereunder, the District may pursue any and all legal remedies as provided herein and by law.
- 17.2 The District, reserves the right to terminate any contract resulting from this RFP, at any time and for no reason, upon giving 30 days prior written notice to the other party. If said contract should be terminated for convenience as provided herein, the District will be relieved of all obligations under said contract. The District will only be required to pay to the proposer(s) that amount of the contract actually performed to the date of termination.

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- 17.3 The awardee(s) will have the option to terminate the contract upon written notice to the Director of Purchasing. Such notice must be received at least 90 days prior to the effective date of termination.
- 17.4 Cancellation of contract by awardee may result in removal from bidders/proposer list for a period of three years.

18.0 DEFAULT

- 18.1 In the event that the awarded proposer(s) should breach this contract the District reserves the right to seek remedies in law and/or in equity.

19.0 DEBARMENT

- 19.1 The Board shall have the authority to debar a person / corporation for cause for consideration or award of future contracts. The debarment shall be for a period commensurate with the seriousness of the causes, generally not to exceed three (3) years. When the offense is willful or blatant, a longer term of debarment may be imposed, up to an indefinite period.

20.0 RE-RATING, TERMINATION OR ADVERSE CHANGE ENDORSEMENT:

- 20.1 Notwithstanding any provision in the contract to the contrary, the proposer may not terminate the contract or effect any increase of rates or other consideration applicable to this contract unless written notification is provided to the District at least 180 calendar days prior to the end of the current contract period stating the cancellation date or the change proposed.

Notice that a change in rates or consideration is proposed, without stating clearly the exact amount and the effect of the proposed change on the overall consideration of this contract, shall not constitute a valid notice.

A written notice of any change in rates or other change in consideration, shall be delivered by certified mail to:

The School District of Palm Beach County
Attention: Director of Employee Benefits and Risk Management
3370 Forest Hill Boulevard
West Palm Beach, FL 33406

Notice by a successful proposer of intent to effect any change in consideration shall thereby entitle the School Board to cancel the contract without penalty.

21.0 LEGAL REQUIREMENTS

- 21.1 It shall be the responsibility of the contractor to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations and School Board Policy that in any manner affect the items covered herein which may apply. Specifically, proposer(s) is to adhere to School Board Policies 3.12 and 3.13, pursuant to the following, with respect to any criminal arrests and convictions, and is on notice thereto that any employees involved in any Chapter 435, Florida Statutes offenses are precluded from continuing to work on the project and must be replaced. Failure to comply may result in the immediate termination of the vendor's contract at the sole discretion of the School District. Lack of knowledge by the proposer(s) will in no way be a cause for relief from responsibility.

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- 21.2 Proposer(s) doing business with the District are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, national origin, religion, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

22.0 FEDERAL AND STATE TAX

- 22.1 The District is exempt from federal and state taxes for tangible personal property. The Purchasing Department Coordinator will sign an exemption certificate submitted by the successful proposer(s). Proposer(s) doing business with the District will not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the District, nor will any proposer be authorized to use the District's Tax Exemption Number in securing such materials.

23.0 CONFLICT OF INTEREST

- 23.1 All proposers must disclose the name of any officer, director, or agent who is also an employee of the District. All proposers must disclose the name of any District employee who owns, directly or indirectly, any interest in the proposers' business or any of its branches.

24.0 INSURANCE REQUIREMENTS

- 24.1 Proof of the following insurance will be furnished by the awarded proposers/bidders to the School District of Palm Beach County by Certificate of Insurance. All insurance must be issued by a company or companies approved by the School District.
- 24.2 Original Certificates of Insurance meeting the specific required provision specified within this contract/agreement shall be forwarded to the Palm Beach County School District's Purchasing Department, ATTN: Karen Brazier, Purchasing Agent, and approved prior to the start of any work or the possession of any school property. Renewal certificates must be forwarded to the same department prior to the policy renewal date.
- 24.3 Thirty days written notice must be provided to the Palm Beach County School District via certified mail in the event of cancellation. The notice must be sent to the Purchasing Department.
- 24.4 The awarded bidders shall provide complete copies of any insurance policy for required coverage within seven days of the date of request by the Purchasing Department but in any respect at least 30 days prior to the commencement of any term. For all contracts with a bid amount of \$500,000 or more the actual **INSURANCE POLICY** must be included with the Certificate of Insurance.
- A. **WORKERS' COMPENSATION:** Proposer(s) must comply with FSS 440, Workers' Compensation and Employees' Liability Insurance with minimum statutory limits.
- B. **COMMERCIAL GENERAL LIABILITY:** Awarded proposers/bidders shall procure and maintain, for the life of this contract/agreement, Commercial General Liability Insurance. This policy shall provide coverage for death, bodily injury, personal injury, products and completed operations liability and property damage that could arise directly or indirectly from the performance of this agreement. It must be an occurrence form policy. **THE SCHOOL DISTRICT OF PALM BEACH COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE FOR COMMERCIAL GENERAL LIABILITY INSURANCE.**

The minimum limits of coverage shall be \$1,000,000 per occurrence, Combined, Single Limit for Bodily Injury Liability and Property Damage Liability.

- C. **BUSINESS AUTOMOBILE LIABILITY:** Awarded proposers/bidders shall procure and maintain, for the life of the contract/agreement, Business Automobile Liability Insurance. **THE SCHOOL DISTRICT OF PALM BEACH COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE FOR BUSINESS AUTOMOBILE LIABILITY INSURANCE.**

The minimum limits of coverage shall be \$1,000,000 per occurrence, Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This coverage shall be an "Any Auto" form policy. The insurance must be an occurrence form policy.

In the event the contractor does not own any vehicles, we will accept hired and non-owned coverage in the amounts listed above. In addition, we will require an affidavit signed by the contractor indicating the following:

_____ (Company Name) does not own any vehicles. In the event we acquire any vehicles throughout the term of this contract/agreement, _____ (Company Name) agrees to purchase "Any Auto" coverage as of the date of acquisition.

- D. **PROFESSIONAL LIABILITY:** The awarded proposer/bidder shall procure and maintain Professional Liability Insurance for the life of this contract/agreement, plus two years after completion. This insurance shall provide coverage against such liability resulting from this contract. The minimum limits of coverage shall be \$2,000,000 with a deductible not to exceed \$5,000. The deductible shall be the responsibility of the insured. Professional liability policies shall include an endorsement whereby the awarded bidder holds harmless the Palm Beach County School District and each officer, agent and employee of the Palm Beach County School District against all claims, against any of them, for personal injury or wrongful death or property damage arising out of the negligent performance of professional services or caused by an error, omission or negligent act of the awarded bidder or anyone employed by the awarded bidder.

This policy must be continued or tail coverage provided for two years after completion of the project.

25.0 INDEMNIFICATION / HOLD HARMLESS AGREEMENT

- 25.1 Awarded proposers/bidders shall, in addition to any other obligation to indemnify the Palm Beach County School District and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the School District, their agents, officers, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), costs arising out of any actual or alleged;
- A. bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them, of anyone for whose acts any of them may be liable in the performance of the work; or
 - B. violation of law, statute, ordinance, governmental administration order, rule or regulation by contractor in the performance of the work; or
 - C. liens, claims or actions made by the contractor or any subcontractor or other party performing the work.

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- 25.2 The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for the contractor of any subcontractor under workers' compensation acts; disability benefit acts, other employee benefit acts or any statutory bar.
- 25.3 Any costs or expenses, including attorney's fees, incurred by the Palm Beach County School District to enforce this agreement shall be borne by the contractor.
- 25.4 Awardee(s) recognizes the broad nature of this indemnification and hold harmless article, and voluntarily makes this covenant and expressly acknowledges the receipt of TEN DOLLARS payable upon receipt of first invoice and other good and valuable consideration provided by the District in support of this indemnification in accordance with the laws of the State of Florida. This article will survive the termination of this contract.

26.0 PUBLIC RECORDS LAW

- 26.1 All proposal documents or other materials submitted by the proposer in response to this RFP will be open for inspection by any person and in accord with Chapter 119, Florida Statutes.

27.0 PERMITS AND LICENSES

- 27.1 The proposer(s) will be responsible for obtaining any necessary permits and licenses and will comply with laws, rules, and regulations whether state or federal and with all local codes and ordinances without additional cost to the District.

28.0 INTELLECTUAL PROPERTY RIGHTS

- 28.1 The proposer(s) will indemnify and hold harmless, the District from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, service marked, trademarked, patented or un-patented invention, process, article or work manufactured or used in the performance of the contract, including its use by the District. If the proposer(s) uses any design, device, materials or works covered by letters, service mark, trademark, patent, copyright or any other intellectual property right, it is mutually agreed and understood without exception that the proposal prices will include all royalties of costs arising from the use of such design, device, or materials in any way involved in the work.

This article will survive the termination of any contract with the School District.

29.0 COST INCURRED IN RESPONDING

- 29.1 All costs directly or indirectly related to proposal preparation, representation or clarification shall be the sole responsibility of and be borne by the proposer.

30.0 SUB-CONTRACTS

- 30.1 Nothing contained in this specification will be construed as establishing any contractual relationship between any sub-proposer(s) and the District.
- 30.2 The proposer(s) will be fully responsible to the District for the acts and omissions of the sub-proposer(s) and their employees.
- 30.3 After award of contract, any changes in subcontractors or subproposers requires prior School District written approval.

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31.0 INDULGENCE

- 31.1 Indulgence by the District on any non-compliance by the proposer does not constitute a waiver of any rights under this RFP.

32.0 JOINT PROPOSAL

- 32.1 In the event multiple proposers submit a joint proposal in response to the RFP, a single proposer shall be identified as the Prime Vendor. If offering a joint proposal, Prime Vendor must include the name and address of all parties of the joint proposal. Prime Vendor shall provide all bonding and insurance requirements, execute any Contract, complete the **REQUIRED RESPONSE FORM** shown herein, have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one proposer shall be acceptable. Prime Vendor responsibilities shall include, but not be limited to, performing of overall contract administration, preside over other proposers participating or present at District meetings, oversee preparation of reports and presentations, and file any notice of protest and final protest as described herein. Prime Vendor shall also prepare and present a consolidated invoice(s) for services performed. The District shall issue only one check for each consolidated invoice to the Prime Vendor for services performed. Prime Vendor shall remain responsible for performing services associated with response to this RFP.

33.0 SUB-CONTRACTING/MINORITY BUSINESS PARTICIPATION

- 33.1 The District strongly encourages the use of Minority/Woman owned business enterprises for participation as associates, joint-venturers, prime proposers, and sub-proposers in contracting opportunities.
- 33.2 In order to receive evaluation credit for M/WBE participants, the proposer or firm(s) to be utilized by the proposer must be certified by the District or the State of Florida at the time that the proposals are due. In order to receive evaluation credit for M/WBE participation, the proposal must identify the specific certified M/WBE firm or firms upon which evaluation credit is sought, shall indicate the extent and nature of the M/WBE's work, and shall include the percentage of the total engagement which will be received by the M/WBE firm in connection with the proposal. M/WBE participation in auxiliary services (e.g., graphics, printing and other services) is acceptable but will only be given evaluation credit if it augments the primary service of this RFP. **ALL PROPOSERS MUST COMPLETE THE M/WBE SUBCONTRACTOR PARTICIPATION LETTER OF INTENT (FORM 1525). ATTACHMENT A.**
- 33.3 Inquiries regarding listings of District and State Certified Minority, Woman and Disadvantaged business enterprises can be made to the District's Office of Diversity in Business Practices, 3322 Forest Hill Boulevard, Suite A-106, West Palm Beach, FL 33406, (561) 434-8508 or on our web site at <http://www.palmbeach.k12.fl.us/bids/mwbe>. All companies using minority, woman, or disadvantaged sub-proposers will complete the **M/WBE SUBCONTRACTOR PARTICIPATION SUMMARY (FORM 1526) – ATTACHMENT B**. This form must be submitted with all requests for payment.
- 33.4 Minority Business Enterprise (MBE) indicates a business entity which is owned and operated by a minority. In this instance, minority or handicapped group members are citizens of the United States or lawfully admitted permanent residents who are African American, Hispanics, Women, Native Americans, Asian-Pacific, Asian-Indian, and eligible others as outlined in Administrative Order 1-18.

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- 33.5 The Palm Beach County School District only recognizes as acceptable for certification as minority/woman business enterprises those firms, vendors, and consultants that have successfully completed the certification requirements of the State of Florida Minority Business Advocacy and Assistance Office or the Palm Beach County School District's Office of Diversity in Business Practices. In the case of those firms or small business enterprises that are certified with the State of Florida Minority Business Advocacy and Assistance Office the firm shall be required to include a copy of their certification letter or certificate. The letter or certificate will only be deemed valid if the dates for certification have not expired. Any pending application with the Palm Beach County School District or the State of Florida Minority Business Advocacy and Assistance Office shall not be considered as certification of the vendor making application for consideration as a M/WBE firm.
- 33.6 The Palm Beach County School District does not currently by implication or direct means have reciprocity with any governmental or non-governmental entity, with the exception of the State of Florida Minority Business Advocacy and Assistance Office for the purpose of sharing and/or acceptance of M/WBE vendors, consultants, small business enterprises for certification.

34.0 PUBLIC ENTITY CRIMES

- 34.1 A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid/RFP on a contract to provide any goods or services to a public entity, may not submit a bid/RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids/RFPs on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- 34.2 The proposer(s) certifies by submission of this RFP, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department/agency.

35.0 USE OF OTHER CONTRACTS

- 35.1 The District reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, any other community college/state university system cooperative bid agreement, or to directly negotiate/purchase per School Board policy and/or State Board Rule 6A-1.012(6) in lieu of any offer received or award made as a result of this bid, if it is in the best interest to do so. **The District also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.**

36.0 ASSIGNMENT OF CONTRACT AND/OR PAYMENT

- 36.1 The proposer shall not enter into subcontracts, or assign, transfer, convey, sublet, or otherwise dispose of the ensuing contract, or any or all of its right, title or interest herein, or its power to execute such contract to any person, company, or corporation without prior written consent of the District.
- 36.2 The proposer will be prohibited from publishing or releasing any information related to the requested services without the prior written permission of the School District. All reports and other documents resulting from the ensuing contract will remain the sole property of the District.

REQUEST FOR PROPOSAL NO. 03C-013B

37.0 REQUIREMENTS FOR PERSONNEL ENTERING DISTRICT PROPERTY

- 37.1 Possession of firearms will not be tolerated on School District property; nor will violations of Federal and State laws and any applicable School Board policy regarding Drug Free Workplace be tolerated. Violations will be subject to the immediate termination provision heretofore stated in Section 21.1.
- 37.2 "Firearm" means any weapon (including a starter gun or antique firearm) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any destructive device; or any machine gun.
- 37.3 No person who has a firearm in their vehicle may park their vehicle on School District property. Furthermore, no person may possess or bring a firearm on School District property.
- 37.4 If any employee of an independent contractor or sub-contractor is found to have brought a firearm on School District property, said employee will be terminated from the School Board project by the independent contractor or sub-contractor. If the sub-contractor fails to terminate said employee, the sub-contractor's agreement with the independent contractor for the School Board project shall be terminated. If the independent contractor fails to terminate said employee or fails to terminate the agreement with the sub-contractor who fails to terminate said employee, the independent contractor's agreement with the School Board shall be terminated.
- 37.5 Proposers are advised that they are responsible to ensure that no employee, agent or representative of their company who has been convicted or who is currently under investigation for a crime against children in accordance with FS 435.04 will enter onto any school site.

38.0 AGREEMENT

- 38.1 A purchase order and/or a contract will be released, after award, for any work to be performed as a result of this RFP. The proposal, response to the proposal, all attachments, any addendum released, agreement if applicable, and the corresponding purchase order will constitute the complete agreement between proposer and the District. Should there be any conflict between the terms of the RFP, response to the RFP (proposal), and the terms of the agreement (Sample Contract), the terms of the agreement shall be final and binding and the RFP shall control where in conflict with the proposal. If proposer requires an additional contract, then proposer should include their sample contract as an attachment to the proposal submitted for review.

39.0 POSTING OF RFP CONDITIONS / SPECIFICATIONS

- 39.1 This RFP will be posted for review by interested parties, at the Purchasing Department Reception Center, 3300 Forest Hill Boulevard, Lobby Area, West Palm Beach, FL, on the date of RFP electronic mailing and will remain posted for a period of 72 hours. Failure to file a specification protest within the time prescribed in §120.57(3), Florida Statutes, will constitute a waiver of proceedings under Chapter 120, Florida Statutes, and applicable Board rules, regulations and policies.

40.0 POSTING OF RFP RECOMMENDATION / TABULATIONS

- 40.1 RFP recommendations and tabulations will be posted at the Purchasing Department Reception Center for review by interested parties, at 3300 Forest Hill Boulevard, Lobby Area, West Palm Beach, FL, on May 22, 2003 at 3:00 p.m., and will remain posted for a period of 72 hours. If the RFP tabulation with recommended awards is not posted by said date and time, A "Notice of Delay of Posting" will be posted to inform all proposers of the new posting date and time.
- 40.2 Any person adversely affected by the decision or intended decision must file a notice of protest, in writing, within 72 hours after the posting. The formal written protest shall state with particularity the facts and law upon which the protest is based. Failure to file a specification protest within the time prescribed in §120.57(3), Florida Statutes, will constitute a waiver of proceedings under Chapter 120, Florida Statutes, and applicable Board rules, regulations and policies.
- 40.3 If a proposer wishes to protest a RFP, they must do so in strict accordance with the procedures outlined in FS 120.57(3), and Section 9.3 of this proposal and School Board Policy 6.14.
- 40.4 Any person who files an action protesting an RFP specification, a decision or intended decision pertaining to this RFP pursuant to FS 120.57(3)(b), shall post with the Purchasing Department, at the time of filing the formal written protest, a bond secured by an acceptable surety company in Florida payable to the School District of Palm Beach County in an amount equal to 1 percent (1%) of the total estimated contract value, but not less than \$500 nor more than \$5,000. Bond shall be conditioned upon the payment of all costs that may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check or money order will be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the District prevails, it shall recover all costs and charges included in the final order of judgment, including charges by the Division of Administrative Hearings. Upon payment of such costs and charges by the protester, the protest security shall be returned. If the protest prevails, he or she shall recover from the District all costs and charges, which shall be included in the final order of judgment.

REQUEST FOR PROPOSAL NO. 03C-013B

Minority Certification applications are available through the Minority Business Enterprise located at:

Office of Diversity in Business Practices
School District of Palm Beach County
3322 Forest Hill Boulevard, Suite A-106
West Palm Beach, FL 33406-5871
Phone: (561) 434-8508
<http://www.palmbeach.k12.fl.us/bids/mwbe>

Are you a minority vendor certified by: (Check if appropriate)

Palm Beach County School District _____

State of Florida _____

If yes, expiration date _____

Minority Classification _____

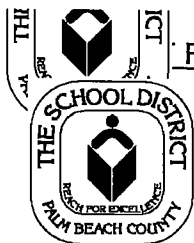
If you are not a certified minority vendor and intend to sub-contract with a certified minority firm(s), please list the vendors and the estimated dollar value below:

<u>Vendor</u>	<u>Estimated Dollar Value</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

For information on other bids currently being solicited for the School District of Palm Beach County, please call the BID HOTLINE at (561) 434-8111.

Bids/RFPs are available to view and print at no charge on the Purchasing Department's Internet Hotline. Simply go to <http://www.palmbeach.k12.fl.us/bids> and click on those documents you are interested in. This will allow you to register, view and print the solicitation.

6 ATTACHMENTS



FOR PROPOSAL NO. 03C-013B

ATTACHMENT A

THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

3326 FOREST HILL BOULEVARD, A-323 • WEST PALM BEACH, FLORIDA 33406-5813 • (561) 434-8506

**Minority Women Business Enterprise (M/WBE)
Subcontractor Participation Letter of Intent**

BID/RFP or Project Name DENTAL INSURANCE

BID/RFP or Project Number 03C-013B

Name of Bidder _____

The undersigned intends to perform work with the above project as *(check one)*

☐ Individual ☐ Partnership ☐ Corporation ☐ Joint Venture

(NOTE: If a joint venture, attach letterhead or other documentation proving relationship.)

The undersigned intends to perform work with the above BID/RFP or project as *(check one)*

☐ Subcontractor ☐ Manufacturer ☐ Supplier

The undersigned is:

☐ Certified with the School District of Palm Beach County MIWBE Coordinator
☐ Certified with the State of Florida, Department of General Services

The undersigned is *(check only one in each applicable column)*:

COLUMN 1

☐ American Indian/Alaskan Native
☐ Asian/Pacific Islander
☐ Black, Non-Hispanic
☐ Hispanic
☐ Multiracial
☐ White, Non-Hispanic

COLUMN 2

☐ Physically Disabled

COLUMN 3

☐ Female
☐ Male

PARTICIPATION: The undersigned intends to perform the following work in connection with the above project.

ITEM NO.	CONTRACT (TRADE) ITEMS	AMOUNT

Name of MWBE Subcontracting Firm _____

Name and Position (type or print) _____

SIGNATURE

DATE

ATTACHMENT B

Minority Women Business Enterprise (M/WBE) Subcontractor Participation Summary

Total Bid (Base and Alternatives)

Those Subcontractors represented to me as M/WBE Certified by the M/WBE Coordinator are noted. Also noted are those Subcontractors not presently certified but representing themselves as M/WBE qualified for certification. For those Subcontractors, an identification Statement is attached to their Letter of Intent (*PBSD 1525*).

[illegible]

Total M/WBE Subcontractor Participation	\$
Percentage of Total Bid (Base & Alternates)	%

Name and Position (type or print) _____

DATE _____

DRUG-FREE WORKPLACE CERTIFICATION

Preference must be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

COMPANY NAME

VENDOR'S SIGNATURE

Must be executed and returned with attached bid at time of bid opening to be considered.
PBSD 0580 New 3/91

STATEMENT OF NO BID

If you are not bidding on this service/commodity, please complete and return this form to: **Department of Purchasing, School District of Palm Beach County, 3326 Forest Hill Boulevard, West Palm Beach, FL 33406-5813.** (Please print or type, except signature)

Failure to respond may result in deletion of vendor's name from the qualified bidder's list for the School District of Palm Beach County.

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ TELEPHONE: _____

We, the undersigned, have declined to bid on your RFP No. **03C-013B for DENTAL INSURANCE** because of the following reasons:

_____ We do not offer this product or the equivalent.

_____ Insufficient time to respond to the invitation to bid.

_____ Remove our name from this bid list only.

_____ Our product schedule would not permit us to perform.

_____ Unable to meet bond requirements.

_____ Other. (Specify below)

REMARKS: _____

SIGNATURE: _____ DATE: _____

REQUEST FOR PROPOSAL NO. 03C-013B

Project: **DENTAL INSURANCE** Bid No.: **03C-013B**

Corporation Name: _____ Tax FEIN Number: _____

BENEFICIAL INTEREST AND DISCLOSURE OF OWNERSHIP AFFIDAVIT

STATE OF _____ COUNTY OF _____

Before me, the undersigned authority, personally appeared, _____, ("Corporate Representative") this _____ day of _____, 200____, who, first being duly sworn, as required by law, subject to the penalties prescribed for perjury, deposes and says:

- 1) Corporate Representative has read the contents of this Affidavit, has actual knowledge of the facts contained herein, and states that the facts contained herein are true, correct, and complete.
- 2) The following is a list of every "person" (as defined in Section 1.01(3), Florida Statutes to include individuals, children, firms, associates, joint adventures, partnerships, estates, trusts, business trusts, syndicates, fiduciaries, corporations and all other groups and combinations) holding 5% or more of the beneficial interest in the disclosing entity: (If more space is needed, attach separate sheet)

A. Persons or corporate entities owning 5% or more:

Name	Address	Percentage
Name	Address	Percentage
Name	Address	Percentage

B. Persons or corporate entities who hold by proxy the voting power of 5% or more:

Name	Address	Percentage
Name	Address	Percentage
Name	Address	Percentage

C. Stock held for others and for whom held:

Name	Address	Percentage
For Whom Held	Address	Percentage
Name	Address	Percentage
For Whom Held	Address	Percentage
Name	Address	Percentage
For Whom Held	Address	Percentage

CORPORATE REPRESENTATIVE

By: _____

SWORN TO and subscribed before me this _____ day of _____, 200____, by _____. Such person(s). (Notary Public must check applicable box):

[] is/are personally known to me. [] produced a current driver license(s). [] produced _____ as identification.

(NOTARY PUBLIC SEAL)

Notary Public_____
(Print, Type or Stamp Name of Notary Public)

SECTION A – DESIRED BENEFITS

1.A OVERVIEW

This section contains current and historical information relative to the District's Dental Benefits, including a brief overview of current plans and their design. The District has approximately 19,000 eligible employees who can choose dental coverage. Premiums are essentially employee paid. There is a \$20 monthly Section 125 credit that could be allocated to the Dental Plan. The credit is subject to ongoing union negotiations.

Approximately 15,900 employees currently participate in the Dental plan.

2.A DESCRIPTION OF BENEFITS

The District is aware that Dental benefits have changed in the past two years, particularly in the area of Dental HMO's. The District would like you to quote on the plans that are most similar to the current plans outlined in this section. Some exceptions to this rule are as follows:

- The current PPO has a PPO in-network reimbursement, and a PPO out-of-network reimbursement. The District would like to change this benefit to PPO in-network and R&C out-of-network.
- There are a number of procedure codes in the DHMO schedule such as 5510, 5520, etc., that are quoted as a low co-pay, "Plus Labs". The District would like to see all procedures quoted as an all-inclusive co-pay, so that plan members can accurately predict the true cost of the procedure. The District would also like Item 20 in the DHMO exclusions, "Crown Lengthening Procedures", eliminated.

To the extent that your proposed plans differ from the District's current program, please outline the differences in Section C, Exhibit 4. Please be aware that if deviations are not identified in that Exhibit, the proposed plans will be assumed to match the current plans.

You may, in addition to the plans outlined above, quote alternative plans. However, please quote those plans separately and clearly identify them as such. We are interested in seeing alternative plan types. One suggested alternative would be to provide a PPO plan with both Adult and Child Orthodontia (the current plan has only Child Orthodontia).

3.A FUNDING

The Current Benefits are placed under a fully insured plan. Proposers are asked to duplicate this arrangement. Self insurance arrangements will also be considered. The District reserves the right to negotiate costs of all design features on a post-proposal basis with one or more qualified Proposers.

Employee contributions are made on a pre-tax basis pursuant to an Internal Revenue Code Section 125 plan.

4.A PROPOSAL RESPONSE

Forms are provided in Section C on which to respond to the RFP. Design alternatives may also be presented on these forms. The committee may consider the Proposer's adherence to the format of the forms and questionnaire in the RFP in making a decision regarding the qualifications of the Proposer. PLEASE RESPOND USING THE FORMS AND IN THE SEQUENCE REQUESTED.

REQUEST FOR PROPOSAL NO. 03C-013B

The District wishes to know if the products you are offering are available on a "slice" basis, as well as on an exclusive basis. Would you offer your DHMO opposite another carriers PPO? Would you offer your PPO opposite another carrier's DHMO. Please be specific.

5.A SUMMARY OF CURRENT GROUP BENEFITS

<u>CODES</u>	<u>Current DHMO Schedule</u>	<u>ENROLLEE PAYS</u>
<u>I. DIAGNOSTIC</u>		
	Office visit, per visit (in addition to other services)	No Cost
0120	Periodic oral evaluation	No Cost
0140	Limited oral evaluation--problem focused	No Cost
0150	Comprehensive oral evaluation	No Cost
0160	Detailed and extensive oral evaluation--problem focused	No Cost
0210	Intraoral radiographs--complete series (including bitewings)	No Cost
0220,0230	Intraoral periapical film	No Cost
0240	Intraoral occlusal film	No Cost
0270,0272,0274	Bitewing radiograph(s)	No Cost
0330	Panoramic film	No Cost
<u>II. PREVENTIVE</u>		
1110,1120	Prophylaxis (cleaning)--adult/child -1 per 6 month period	No Cost
1201	Topical application of fluoride, including prophylaxis (to age 19) - 1 per 6 month period	No Cost
1203	Topical application of fluoride, excluding prophylaxis (to age 19) - 1 per 6 month period	No Cost
1330	Oral hygiene instructions	No Cost
1351	Sealant, per tooth	No Cost
1510	Space maintainer--fixed--unilateral	\$ 40.00
1515	Space maintainer--fixed--bilateral	\$ 40.00
1520	Space maintainer--removable--unilateral	\$ 40.00
1525	Space maintainer--removable--bilateral	\$ 40.00
1550	Recementation of space maintainers	\$ 10.00
<u>III. RESTORATIVE (Fillings)</u>		
(Includes indirect pulp capping, bases, liners and acid etch procedures)		
2110	Amalgam--one surface, primary	No Cost
2120	Amalgam--two surfaces, primary	No Cost
2130	Amalgam--three surfaces, primary	No Cost
2131	Amalgam--four or more surfaces, primary	No Cost
2140	Amalgam--one surface, permanent	No Cost
2150	Amalgam--two surfaces, permanent	No Cost
2160	Amalgam--three surfaces, permanent	No Cost
2161	Amalgam--four or more surfaces, permanent	No Cost
2330	Resin--one surface anterior	No Cost
2331	Resin--two surface anterior	No Cost
2332	Resin--three surface anterior	No Cost
2335	Resin--four or more surfaces or involving incisal angle (anterior)	No Cost
2336	Composite resin crown, anterior--primary	No Cost
2940	Sedative filling	No Cost
2951	Pin retention--per tooth, in addition to restoration	\$ 15.00

CODESENROLLEE PAYSIV. ORAL SURGERY

(Includes preoperative and postoperative evaluations and treatment under local anesthetic)

7110,7120	Single tooth extraction/each additional	No Cost
7130	Root removal--exposed roots	No Cost
7210	Surgical removal of erupted tooth	\$ 15.00
7220	Removal of impacted tooth--soft tissue	\$ 40.00
7230	Removal of impacted tooth--partially bony	\$ 60.00
7240,7241	Removal of impacted tooth--completely bony	\$ 80.00
7250	Surgical removal of residual tooth roots (cutting procedure)	No Cost
7286	Biopsy of oral tissue--soft	\$ 20.00
7310	Alveoplasty in conjunction with extractions, per quadrant	\$ 40.00
7320	Alveoplasty not in conjunction with extractions, per quadrant	\$ 60.00
7470	Removal of exostosis--maxilla or mandible	\$ 50.00
7510	Incision and drainage of abscess--intraoral soft tissue	No Cost
7960	Frenulectomy-(frenectomy or frenotomy) separate procedure	No Cost

V. PERIODONTICS

(Includes preoperative and postoperative evaluations and treatment under a local anesthetic)

4210	Gingivectomy or gingivoplasty, per quadrant	\$125.00
4211	Gingivectomy or gingivoplasty, per tooth (fewer than six teeth)	\$ 25.00
4220	Gingival curettage surgical, per quadrant	\$ 45.00
4240	Gingival flap procedures including root planing (per quadrant)	\$135.00
4260	Osseous surgery, flap entry and closure, per quadrant	\$250.00
4341	Periodontal scaling and root planing, per quadrant	\$ 45.00
4355	Full mouth debridement to enable comprehensive periodontal evaluation and diagnosis	\$ 45.00
4910	Periodontal maintenance (following active therapy)	\$ 36.00

VI. PROSTHETICS

(Crowns, bridges and dentures)

2510	Inlay--one surface--base metal noble	\$130.00
2520,6520	Inlay--two surfaces--base metal noble	\$140.00
2530,6530	Inlay--three or more surfaces--base metal noble	\$150.00
2543,6543	Onlay--three surfaces--base metal noble	\$156.00
2544,6544	Onlay--four or more surfaces--base metal noble	\$162.00
2710	Crown--resin (laboratory)	\$110.00
2740	Crown--porcelain/ceramic†	\$195.00
2750	Crown--porcelain fused to high noble metal*†	\$195.00
2751	Crown--porcelain fused to predominantly base metal†	\$195.00
2752	Crown--porcelain fused to noble metal†	\$195.00
2790	Crown--full cast high noble metal*	\$195.00
2791	Crown--full cast predominantly base metal	\$195.00
2792	Crown--full cast noble metal	\$195.00
2810	Crown--3/4 cast metal noble	\$195.00
2910	Recement inlay	\$ 10.00
2920	Recement crown	\$ 10.00
2930,2931	Crown--prefabricated stainless steel--primary/permanent	\$ 35.00
2950	Crown buildup (restorative material and pins)	\$ 15.00
2952	Cast post and core* (in addition to crown)	\$ 15.00
2954	Prefabricated post and core (in addition to crown)	\$ 15.00

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CODES

ENROLLEE PAYS

5110,5120	Denture--complete maxillary or mandibular (upper or lower)	\$225.00
5130,5140	Immediate denture--maxillary or mandibular (upper or lower)	\$300.00
5213,5214	Denture--maxillary or mandibular (upper or lower) partial with metal lingual or palatal bar, clasps and acrylic saddles, and acrylic base or cast metal framework and teeth	\$275.00
5410	Adjust complete denture--maxillary	\$ 10.00
5411	Adjust complete denture--mandibular	\$ 10.00
5421	Adjust partial denture--maxillary	\$ 10.00
5422	Adjust partial denture--mandibular	\$ 10.00
5510	Repair broken complete denture base	\$20 + Lab
5520	Replace missing or broken teeth--complete denture (per tooth)	\$10 + Lab
5610	Repair resin denture base	\$20 + Lab
5620	Repair cast framework	\$20 + Lab
5630	Repair or replace broken clasp	\$20 + Lab
5640	Replace broken teeth (per tooth)	\$10 + Lab
5650	Add tooth to existing partial denture	\$10 + Lab
5660	Add clasp to existing partial denture	\$10 + Lab
5730	Reline complete maxillary denture (chairside)	\$ 30.00
5731	Reline complete mandibular denture (chairside)	\$ 30.00
5740	Reline maxillary partial denture (chairside)	\$ 30.00
5741	Reline mandibular partial denture (chairside)	\$ 30.00
5710	Rebase complete maxillary denture	\$ 50.00
5711	Rebase complete mandibular denture	\$ 50.00
5720	Rebase maxillary partial denture	\$ 50.00
5721	Rebase mandibular partial denture	\$ 50.00
5750	Reline complete maxillary denture (lab)	\$ 50.00
5751	Reline complete mandibular denture (lab)	\$ 50.00
5760	Reline maxillary partial denture (lab)	\$ 50.00
5761	Reline mandibular partial denture (lab)	\$ 50.00
5820	Interim partial denture (maxillary)	No Cost
5821	Interim partial denture (mandibular)	No Cost
5850,5851	Tissue conditioning--per denture	\$ 10.00
6210	Pontic--cast high noble metal*	\$195.00
6211	Pontic--cast predominantly base metal	\$195.00
6212	Pontic--cast noble metal	\$195.00
6240	Pontic--porcelain fused to high noble metal*†	\$195.00
6241	Pontic--porcelain fused to predominantly base metal†	\$195.00
6242	Pontic--porcelain fused to noble metal†	\$195.00
6750	Crown--porcelain fused to high noble metal*†	\$195.00
6751	Crown--porcelain fused to predominantly base metal†	\$195.00
6752	Crown--porcelain fused to noble metal†	\$195.00
6790	Crown--full cast high noble metal*	\$195.00
6791	Crown--full cast predominantly base metal	\$195.00
6792	Crown--full cast noble metal	\$195.00
6930	Recement bridge (fixed partial denture)	\$ 15.00
6940	Stress breaker, per unit (in addition to mixed partial denture, retainer)	\$ 25.00
6970	Cast post and core* (includes canal preparation)	\$ 15.00
6972	Prefabricated post and core buildup (including canal preparation, restorative material and any pins)	\$ 15.00

* Base or noble metal is the benefit. High noble metal (precious), if used, will be charged to the enrollee at the additional laboratory cost of the high noble metal. This applies to crowns, bridges, cast and post cores, inlays and onlays.

† Porcelain on molars is considered optional treatment.

CODESENROLLEE PAYSVII. ENDODONTICS

3110,3120	Pulp capping (direct/indirect)	No Cost
3220	Therapeutic pulpotomy (excluding final restoration)	\$ 5.00
3310	Root canal therapy--anterior (excluding final restoration)	\$ 75.00
3320	Root canal therapy--bicuspid (excluding final restoration)	\$120.00
3330	Root canal therapy--molar (excluding final restoration)	\$180.00
3410	Apicoectomy/periradicular surgery--anterior	\$ 85.00
3421	Apicoectomy/periradicular surgery--bicuspid (first root)	\$ 85.00
3425	Apicoectomy/periradicular surgery--molar (first root)	\$ 85.00
3426	Apicoectomy/periradicular surgery (each additional root)	\$ 50.00
3430	Retrograde filling, per root	\$ 50.00
3450	Root amputation, per root	\$ 60.00

VIII. ADJUNCTIVE GENERAL SERVICES

9110	Palliative (emergency) treatment of dental pain	\$ 10.00
9211	Regional block anesthesia	No Cost
9212	Trigeminal division block anesthesia	No Cost
9215	Local anesthesia	No Cost
9310	Consultation (diagnostic services provided by a dentist or physician other than practitioner providing treatment)	\$ 20.00
9440	Office visit after regularly scheduled hours	\$ 20.00
0125	Failed appointment without 24 hour notification, per 15 minutes of appointment time	\$ 10.00

IX. ORTHODONTICS

	Start-up fees (excluding records)	\$ 350.00
	Dependent children to age 19	\$1600.00
	Adults and dependent children from age 19 to 25	\$1800.00

Any procedure not listed is available on a UCR basis.

The above procedures are performed as needed and deemed necessary by your attending Panel Dentist subject to the Limitations, Exclusions and Governing Administrative Policies of the Program.

LIMITATIONS OF BENEFITS

1. Prophylaxis is limited to one treatment each six month period (includes periodontal maintenance following active therapy);
2. Full maxillary and/or mandibular dentures including immediate dentures are not to exceed one each in any five year period from initial placement;
3. Partial dentures are not to be replaced within any five year period from initial placement, unless necessary due to natural tooth loss where the addition or replacement of teeth to the existing partial is not feasible;
4. Crown(s) and bridges are not to be replaced within any five year period from initial placement;
5. Denture relines are limited to one per denture during any 12 consecutive months;
6. Periodontal treatments (root planing/subgingival curettage) are limited to four quadrants during any 12 consecutive months;
7. Full mouth debridement (gross scale) is limited to one treatment in any 12 consecutive month period;
8. Bitewing x-rays are limited to not more than one series of four films in any six month period;
9. Full mouth x-rays are limited to one set every 24 consecutive months;
10. Sealant benefits include the application of sealants only to permanent first and second molars with no decay, with no restorations and with the occlusal surface intact, for first molars up to age nine and second molars up to age fourteen. Sealant benefits do not include the repair or replacement of a sealant on any tooth within three years of its application.

EXCLUSIONS OF BENEFITS

1. General anesthesia and the services of a special anesthesiologist;
2. Cosmetic dental care;
3. Dental conditions arising out of and due to enrollee's employment for which Worker's Compensation is paid. Services that are provided to the enrollee by state government or agency thereof, or are provided without cost to the enrollee by any municipality, county or other subdivision;
4. Treatment required by reason of war;
5. Dental services performed in a hospital and related hospital fees;
6. Treatment of fractures and dislocations;
7. Loss or theft of fixed and removable prosthetics (crowns, bridges, full or partial dentures);

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8. Dental expenses incurred in connection with any dental procedures started after termination of eligibility for coverage;
9. Any service that is not specifically listed as a covered expense;
10. Dental expenses incurred in connection with any dental procedure started prior to enrollee's eligibility with the DHMO program. Example: teeth prepared for crowns, root canals in progress;
11. Congenital malformations (e.g. congenitally missing teeth, supernumerary), except for congenital defects or birth abnormalities in newborn children;
12. Cysts and malignancies;
13. Dispensing of drugs not normally supplied in a dental office;
14. Accidental injury. Accidental injury is defined as damage to the hard and soft tissues of the oral cavity resulting from forces external to the mouth. Damages to the hard and soft tissues of the oral cavity from normal masticatory (chewing) function will be covered at the normal schedule of benefits;
15. Cases which in the professional judgment of the attending dentist a satisfactory result cannot be obtained or where the prognosis is poor or guarded;
16. Dental services received from any dental office other than the assigned dental office, unless expressly authorized in writing by DHMO or as cited under "Out of Area Emergency Treatment";
17. Prophylactic removal of impactions (asymptomatic nonpathological);
18. "Specialist consultations" for noncovered benefits;
19. Implant placement or removal, appliances placed on or services associated with implants, including but not limited to prophylaxis and periodontal treatment;
20. Crown lengthening procedures.

ORTHODONTIC LIMITATIONS

The program provides coverage for orthodontic treatment plans provided through DHMO panel orthodontists. The start-up fees and the cost to the enrollee for the treatment plan are listed in the Description of Benefits and Coinsurances (Schedule A) subject to the following:

1. Orthodontic treatment must be provided by a DMHO orthodontist;
2. Plan benefits cover 24 months of usual and customary orthodontic treatment;
3. Should an enrollee's coverage be cancelled or terminated for any reason, and at the time of cancellation or termination be receiving any orthodontic treatment, the enrollee and not the Carrier will be responsible for payment of balance due for treatment provided after cancellation or termination. In such a case the enrollee's payment shall be based on a maximum of \$2,300 for dependent children to age 19 and \$2,500 for adults and dependent children from age 19 to 25. The amount will be pro-rated over the number of months to completion of the treatment and, will be payable by the enrollee on such terms and conditions as are arranged between the enrollee and the orthodontist. Start-up fees are included in these amounts;
4. Start-up fees cover the initial examination, diagnosis, consultation and the retention phase of treatment of up to two years maximum. This includes initial construction, placement and adjustments to retainers and office visits for a maximum period of two years;
5. If treatment is not required or the enrollee chooses not to start treatment after the diagnosis and consultation has been completed by the orthodontist, the enrollee will be charged a consultation fee of \$25 in addition to diagnostic record fees.
6. Three (3) recementations or replacements of a bracket/band on the same tooth or a total of five (5) rebracketings/rebandings on different teeth during the covered course of treatment is a benefit. If any additional recementations or replacements of brackets/bands are performed, the patient is responsible for the cost;
7. Comprehensive orthodontic treatment (Phase II) consists of repositioning all or nearly all of the permanent teeth in an effort to make the patient's occlusion as ideal as possible. This treatment usually requires complete fixed appliances; however, when the DHMO orthodontist deems it suitable, a European or removable appliance therapy may be substituted at the same coinsurance amount as for fixed appliances.

An orthodontic treatment in progress provision is available subject to the following:

- Treatment in progress is only through the dental HMO benefits plan previously sponsored by the Applicant;
- The Enrollee is in active treatment (as defined under the previous dental HMO benefit plan) at the time of the Applicant's original effective date with the Carrier;
- Qualifying orthodontic cases are subject to all copayments, fees and contract provisions of the prior dental HMO benefit plan;
- The Carrier is financially responsible only for amounts owed and unpaid by the previous dental HMO carrier after the Applicant's original effective date with Delta; and only while the Enrollee remains eligible for coverage under the Carrier's program.

ORTHODONTIC EXCLUSIONS

1. Pre, mid and post treatment records which include cephalometric x-rays, tracings, photographs and study models;
2. Lost, stolen or broken orthodontic appliances, functional appliances, headgear, retainers and expansion appliances;
3. Retreatment of orthodontic cases;
4. Changes in treatment necessitated by accident of any kind, and/or lack of patient cooperation;
5. Surgical procedures incidental to orthodontic treatment;
6. Myofunctional therapy;
7. Surgical procedures related to cleft palate, micrognathia, or macrognathia;
8. Treatment related to temporomandibular joint disturbances and/or hormonal imbalance;
9. Supplemental appliances not routinely utilized in typical Phase II orthodontics;
10. Treatment that extends more than 24 months from the point of banding dentition will be subject to an office visit charge at orthodontist's usual, customary and reasonable fee;
11. Restorative work caused by orthodontic treatment;
12. Phase I* orthodontics is an exclusion as well as activator appliances and minor treatment for tooth guidance and/or arch expansion;
13. Extractions solely for the purpose of orthodontics;
14. Treatment in progress at inception of eligibility, unless qualified for the one-time orthodontic treatment in progress provision;
15. Transfer after banding has been initiated.

* Phase I is defined as early treatment including interceptive orthodontia prior to the development of late mixed dentition.

PPO Plan Design

Feature	<u>In Network</u>	<u>Out of Network</u>
Provider Network	<u>Greater</u> Benefits when you use In-Network PPO Providers	<u>Lower</u> Benefits when you do not use In-Network Providers Benefits paid at UCR
Annual Deductible	\$50/\$150 Class II, III, IV	\$50/\$150 Class II, III, IV
Annual Maximum Benefit	\$1,000	\$1,000
Preventive and Diagnostic Care, Class I		
Oral Exam	100%	90%
Cleaning (routine)	100%	90%
Full mouth x-rays	100%	90%
Bitewing x-rays	100%	90%
Panoramic x-ray	100%	90%
Fluoride application	100%	90%
Sealants	100%	90%
Space maintainers	100%	90%
Emergency care		
During regular hours	100%	90%
After hours	100%	90%
Basic Restorative Care, Class II		
Fillings (1 surface Amalgam)	80%	70%
Root canal therapy	80%	70%
Denture adjustments	80%	70%
And Repairs		
Osseous surgery	80%	70%
Periodontal scaling & Root planing	80%	70%
Extractions (1 Tooth)	80%	70%
Major Restorative Care, Class III		
Crowns	50%	40%
Dentures	50%	40%
Orthodonture, Class IV		
Evaluation		
Set Up		
Treat Permanent Teeth		
Adult	Not Covered	Not Covered
Children age 25	50%	50%
And under	\$2,000 Lifetime Max	\$2,000 Lifetime Max
Waiting Period	None	None

6.A DENTAL BENEFITS DESIRED SERVICES

Expected effective date of coverage is January 1, 2004. The first contract period will be for at least a 24 month period. Each year's premium may be stated separately on Exhibits 1 through 1B. Subsequent years will be for a twelve (12) month period or longer depending on negotiated contract.

All benefits are to be paid on a "no loss-no gain" basis per Florida Statute.

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Credit is to be given for amounts accumulated toward deductible, out-of-pocket maximums, and time toward fulfillment of pre-existing condition limitations, particularly with "Missing Tooth" exclusions. Previously met orthodontia maximums will be recognized.

A specific transition plan is requested for orthodontia, Missing Tooth Exclusions and any other procedure that may be partially completed on December 31, 2003. This information is requested as part of the Questionnaire. The District is interested in understanding the EXACT procedure that will be followed to transition these situations.

All benefits plans will be administered on a self-accounting premium remittance basis.

Claims Procedures:

Non-Network claims are to be submitted directly by employees with assistance from Proposers if necessary. Network claims are to be submitted directly by DMO providers. A toll free service/claim office telephone number is to be provided. A dedicated claims supervisor and service team must be assigned to the account.

Initial Employee Mailing Required.

The proposer selected will be responsible for mailing provider directories to approximately 250 locations designated by the District to support the September enrollment process. A toll free telephone number must be established to assist employees in selecting a primary care dentist during the enrollment process. Additionally, ID cards and certs must be mailed to employees' homes no later than January 1, 2004. The District is willing to discuss alternatives to disseminate this information.

The District uses Fringe Benefit Management to coordinate its enrollment process. The successful proposer will be required to submit information to be included in the overall enrollment booklet in lieu of other forms of enrollment materials. The Proposer will be billed for the cost of the pages used, not to exceed a total cost of \$3,500.

In addition, certificates, HIPAA certs, and/or booklets are to be provided on an ongoing basis, as needed.

The successful Proposer will prepare a draft booklet for the approval of the District. The review and approval by the District is to be completed prior to printing by the Proposer. After the District has reviewed a draft of the booklet and approved it, the successful Proposer will mail booklets or certificates as directed by the District. **DRAFT CONTRACTS, BOOKLETS AND/OR CERTIFICATES MUST BE PREPARED AND DELIVERED TO THE DISTRICT WITHIN 45 DAYS OF CONTRACT APPROVAL BY THE BOARD.**

The successful Proposer will also be responsible for maintaining and distributing printed Provider Directories in addition to providing online access to provider information. The frequency will be determined by the School District during the evaluation process.

The successful Proposer will also be responsible for design, printing and availability of claim forms.

Periodic Report Requirements

Monthly reports are required by the District at no additional cost. These reports will show monthly premiums broken down between employee and dependent units, as well as a paid claim analysis, and must be available within 30 days after month-end. Reports should also include:

Detailed paid claims activity reports with separate and identified records for Retirees, COBRA and dependents.

Quarterly, the District would like to see comprehensive network access reports on the DHMO providers in Palm Beach County, including the following:

- Number of full time General Dentists in Palm Beach County who are currently accepting new patients
- Wait times for appointments with the General Dentists for initial appointments, cleanings, routine care and emergency care.

The successful proposer will, as a matter of routine, prepare appropriate communications for employees whose primary dentist exceed agreed upon standards for wait time for appointments, telling the employee the names of other in-network dentists who may be more available, and the steps that need to be taken in order to change dentists.

Coordination of Benefits is to be pursued before payment of claim. The District will be provided details of all claim delays that exceed 30 days due to pursuit of COB, within current privacy statutes.

The District uses an all-in-one enrollment form for each annual enrollment and must send tapes with enrollment data rather than use carrier enrollment forms.

All dependents must be named on District provided census tapes and verified by the Proposer prior to claim payment.

All plans are to comply with federal guidelines for ADEA, Medicare and COBRA, as well as all Florida mandated benefits. (If present plans do not comply, show plan changes required to bring the plan into compliance.)

Distribution of employees, dependents and retirees are to be proposed exactly as shown in census information as provided. Variation in actual enrollment must have no effect on rates quoted, i.e. the proposal must be valid regardless of the enrollment mix. There can be no contractual requirement that if an employee elects dependent coverage, all of his/her dependents are in the plan. It is not possible for the District to monitor such a provision, nor is it the manner in which it has marketed its benefit programs.

All employees and dependents enrolled as of January 1, 2004 will be eligible for coverage with no actively at work requirement.

7.A GLOSSARY OF GROUP BENEFIT TERMS

Definitions of Common Dental Terms

Anesthesia

Local – The condition produced by the administration of specific agents to achieve the loss of conscious pain response in a specific location of the body.

General – The condition produced by the administration of specific agents to render the patient completely unconscious and completely without conscious pain response.

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Anesthetic

A drug that produces loss of feeling or sensation either generally or locally.

Bitewing

Dental X-ray showing approximately the coronal (crown) halves of the upper and lower jaw.

Fillings

Silver Amalgam – material used to fill cavities that is usually placed on the tooth surface that is used for chewing because it is a particularly durable metal. Note: Many Dental offices no longer use this material in fillings.

Porcelain, Silicate, Acrylic, Plastic or Composite Fillings – materials used to fill cavities which are visible, or on non stress bearing surfaces. They typically closely resemble natural teeth in color. The most commonly used material in this group is Composite.

Fluoride

A solution of Fluoride which is applied topically to the teeth for the purpose of preventing dental decay.

Gingivae

The gums or soft tissue surrounding the teeth and bone.

Gingectomy

The cutting away of the diseased gums (gingivae) when the underlying bone is not yet affected.

Periodontal Disease

A disease which weakens and destroys the gums, bone and membrane surrounding the teeth. Periodontal Disease is the principal cause of tooth loss in people over age 30. this disease is sometimes called Vincent's Disease, Gingivitis or Pyorrhea.

Prophylaxis

The removal of tartar and stains from the teeth. The cleaning of the teeth by a dental hygienist.

Root Canal Therapy

(Endodontic Therapy) Treatment of a tooth having a damaged pulp. Usually performed by completely removing the pulp, sterilizing the pulp chamber and root canals and filling the spaces with sealing material.

Scale

To remove calculus (tartar) and stains from teeth with special instruments.

Sealants

Material used to seal the occlusal surface of a tooth to prevent cavities.

Topical

Painting the surface of teeth as in fluoride treatment or application of a cream-like anesthetic formula to the surface of a gum.

8.A DENTAL PERFORMANCE STANDARDS GUARANTEE

The District may negotiate Performance Standards and Performance Guarantees with the selected proposer(s). The Standards and Guarantees apply to each product separately, as applicable (Indemnity, PPO, HMO). It will be the responsibility of the Proposer to report on each standard quarterly, except for those standards which are at the sole discretion of the District. Standards will be measured and reported upon quarterly or annually. Reports are due within 30 days of the close of the period. It is expected that if a violation of the standards occurs which results in damages, a check for that amount will be remitted by the Proposer to the District within 30 days from the date the report is produced. For those standards that are measured at the sole discretion of the District, payment will be made within 30 days of notification of the violation by the District.

Performance Requirement	Expected Standards/Results	% of Admin Fee at Risk
Overall Performance		25% of Admin Fees
Account Management Quarterly	Measurement subjective based on overall District satisfaction.	4%
Customer Service Responsiveness Quarterly	a. Over the course of a contract year, 85% of all customer calls to Customer Relations department will be answered within 30 seconds. b. Call abandonment rate will be less than 5%.	2%
Customer Satisfaction (enrollees) - Annually	Overall customer satisfaction is measured by a survey distributed to a random sampling of enrollees in September. A minimum overall score of 85% satisfaction must be achieved, using categories of Very Satisfied, Satisfied, Somewhat Dissatisfied, Very Dissatisfied.	1.5%
Quality Management - Quarterly	a. Proposer will provide a written response that acknowledges grievance to 95% of enrollees filing a grievance within 5 business days. b. Proposer will guarantee to resolve 85% of all quality of care grievances within 30 days after receiving grievance, and to resolve 95% of all quality of care grievances within 60 days after receiving grievance. c. All new dentists will be credentialed upon application and will be re-credentialed, at a minimum, once every two years.	1.5%
Network Access - Quarterly	Proposer will maintain a network of at least 70 full time General Dentists in Palm Beach County who are currently accepting patients.	7.5%
Network Stability - Quarterly	Annual turnover of General Dentists will be less than 10%	1%
Claims Processing - Quarterly	a. 85% of all specialty care pre-authorizations will be processed within 10 working days. b. 85% of all specialty care out of area emergency claims will be processed within 15 working days.	2%
Eligibility Administration Quarterly	a. 95% of submitted eligibility will be processed with 3 working days. The District will be notified of any tape processing problems within 48 hours (1%) b. 98% of ID cards will be issued within 10 working days of receipt of accurate data. (1%)	2%
Group Reports Quarterly	a. Proposer will provide annual group-specific financial and service utilization reports within 30 business days from the close of each quarter. b. Routine Claim and eligibility reports will be provided monthly	3%

Section B – Rates and Exposure Data**1.B Overview**

All data and statistical information have been supplied by the District or by the incumbent provider of current benefits. In some instances, it has been retyped for reproduction clarity. The numbers, however, are exactly those supplied. If there are omissions, i.e. the forms are not completed, the information was not supplied and is not available.

2.B RATES AND EXPOSURE DATA**Dental Benefits – Contribution Summary**

<u>Administrator: CIGNA</u>	<u>1/97-1/99</u>	
Indemnity Dental		
Employee	\$18.61	
Employee + Dependents	\$53.97	
CIGNA Dental Health (HMO)		
Employee	\$12.41	
Employee + Dependents	\$32.46	
<u>Insurance Carrier</u>	<u>1/99-12/01</u>	
OHS PPO		
Employee	\$18.61	
Employee + Dependents	\$53.97	
OHS Managed Care Dental		
Employee	\$12.14	
Employee + Dependents	\$32.46	
<u>Insurance Carrier</u>	<u>1/02-12/02</u>	<u>1/03-12/03</u>
Delta Dental PPO		
Employee	\$24.20	\$24.20
Employee + Spouse	\$56.84	\$70.76
Employee + Child(ren)	\$43.98	\$70.76
Employee + Family	\$82.24	\$70.76
Delta Care Managed Care Dental		
Employee	\$12.28	\$12.28
Employee + Spouse	\$29.58	\$29.58
Employee + Child(ren)	\$23.54	\$23.54
Employee + Family	\$41.57	\$41.57

3.B DENTAL BENEFITS CONTRIBUTION SUMMARY

The School District of Palm Beach County provides a Flexible Benefits Credit of \$20 which may be applied toward coverage, in addition to the Medical Plan contribution equal to the HMO single rate. This credit is subject to ongoing collective bargaining.

4.B DENTAL BENEFITS, CENSUS SUMMARY

<u>ACTIVE EMPLOYEES</u>	<u>HMO</u>	<u>PPO</u>
Employee	5742	4597
Employee + Spouse	792	936
Employee + Child(ren)	844	777
Employee + Family	<u>1528</u>	<u>682</u>
Total	8906	6992

5.B DENTAL EXPERIENCES**School District of Palm Beach County OHS Claims 2001 (including run out)**

	PPO Plan			DHMO Plan		
	Enrolled	# of Claims	Paid Amount	Enrolled	# of Claims	Paid Amount
Jan-01	8,430	240	\$ 11,518.46	9995	0	\$ -
Feb-01	8,436	6,240	\$ 286,676.31	9992	375	\$ 6,959.58
Mar-01	8,442	2,419	\$ 239,349.00	10056	446	\$ 26,666.96
Apr-01	8,458	2,339	\$ 283,221.90	10135	461	\$ 57,850.61
May-01	8,449	4,415	\$ 440,625.77	10122	536	\$ 34,069.21
Jun-01	8,352	2,085	\$ 224,409.21	10140	360	\$ 36,301.29
Jul-01	8,289	4,514	\$ 441,339.32	10006	600	\$ 38,233.95
Aug-01	8,258	4,275	\$ 499,376.10	9952	627	\$ 49,279.81
Sep-01	8,182	2,753	\$ 347,324.21	9580	674	\$ 52,211.95
Oct-01	8,284	3,066	\$ 411,150.11	10466	570	\$ 49,596.38
Nov-01	8,319	2,953	\$ 325,377.64	10563	1,070	\$ 38,804.28
Dec-01	8,310	2,381	\$ 275,615.77	10682	552	\$ 41,160.44
Jan-02	0	2,667	\$ 320,054.51	0	345	\$ 36,985.74
Feb-02	0	1,121	\$ 170,047.26	0	617	\$ 26,523.20
Mar-02	0	628	\$ 51,634.39	0	304	\$ 7,907.00
Apr-02	0	349	\$ 28,157.56	0	113	\$ 6,771.74
May-02	0	401	\$ 34,702.18	0	141	\$ 7,532.21
Jun-02	0	271	\$ 21,023.61	0	128	\$ 17,206.26
Jul 01 - 18	0	122	\$ 7,672.10	0	24	\$ 3,226.02

Delta Dental

Jan 2002	8195	\$ 67,720.56
Feb 2002	8205	\$ 183,618.93
March 2002	8208	\$ 220,909.81
April 2002	8216	\$ 334,745.77
May 2002	8200	\$ 250,044.19
June 2002	8205	\$ 234,507.80
July 2002	8144	\$ 388,326.05
Aug 2002	8127	\$ 306,830.21
Sept 2002	8094	\$ 217,563.88
Oct 2002	8143	\$ 284,870.19
Nov 2002	8100	\$ 234,378.67
Dec 2002	8072	\$ 237,614.71

Capitated, no experience available

6.B DENTAL BENEFITS – OVERVIEW OF PLAN CHANGES

CIGNA became the Dental Carrier for the School District of Palm Beach County in April of 1993. Plan changes that have taken place are as follows:

March 1994 – Introduced CIGNA Dental Health to control dental costs (CIGNA's DMO product offered as an alternative to the DPPO).

January 1997 – Moved from a self-funded plan to being covered under a fully insured plan through CIGNA.

January 1999 - Switched to OHS fully insured dental plans.

January 2002 – Switched to Delta Dental fully insured dental plans.

SCHOOL LOCATIONS

ZIP CODES	LOCATION	ZIP CODES	LOCATION
33402	GLADES ACADEMY -AG/ECO STUDIES	33404	JOHN F KENNEDY MIDDLE
33404	SECURITY SYSTEM SUPPORT	33404	LINCOLN ELEMENTARY
33407	ALTERNATIVE PROGRAM CENTRAL	33404	LINCOLN SACC
33444	DELRAY FULL SERVICE ADULT	33404	MAIL SERVICES
33460	PB MARITIME ACADEMY CHARTER	33404	PALM BEACH SHORES CHARTER SCH
33069	SPANISH ACADEMY CHARTER SCHOOL	33404	PB/RIVIERA BCH ACADEMY
33133	CHANCELLOR CHARTER SCH/LANTAN	33404	POTENTIALS CHARTER SCHOOL
33133	CHANCELLOR CHR SCH/LANTANA	33404	PROPERTY REDIST WAREHOUSE
33133	LEARNING EXCELLENCE FOUND-NPB	33404	R.J.HENDLEY CHRISTIAN ED CNT.
33401	AW DREYFOOS SCHOOL OF THE ART	33404	RADIO REPAIR
33401	DREYFOOS SCHOOL OF THE ARTS	33404	SAINT FRANCIS OF ASSISI SCH
33401	EPHESUS JR. ACADEMY	33404	SCHOOL FOOD SERVICE
33401	PALM BEACH COUNTY YOUTH COURT	33404	SCHOOL FOOD SERVICE - ADMIN
33401	PALM BEACH MALL ACADEMY	33404	SUNCOAST HIGH
33401	POINCIANA DAY SCHOOL	33404	TITLE I - PORTABLES
33401	RB JOHNSON LAKESIDE CHRISTIAN	33404	UNIFORM BLDG CODE INSPECTORS
33401	ROOSEVELT ADULT EDUCATION CTR	33404	WAREHOUSE & DISTRIBUTION DEPT
33401	ROOSEVELT ELEMENTARY	33404	WASHINGTON ELEMENTARY
33401	ROOSEVELT SACC	33404	WASHINGTON SACC
33401	ROSARIAN ACADEMY	33404	WEST RIVIERA ELEMENTARY
33401	SAINT ANN CATHOLIC SCHOOL	33404	WEST RIVIERA SACC
33401	U B KINSEY/PALMVIEW ELEMENTARY	33405	BELVEDERE ELEMENTARY
33401	U B KINSEY/PALMVIEW SACC	33405	BELVEDERE SACC
33401	U B KINSEY MODERNIZATION	33405	CONNISTON ADULT EDUCATION CTR
33401	WESTWARD ELEMENTARY	33405	CONNISTON COMMUNITY SCHOOL
33401	WESTWARD SACC	33405	CONNISTON MIDDLE
33402	EVERGLADES PREP ACADEMY	33405	FOREST HILL ADULT ED CENTER
33402	HOPE LEARNING-RIVIERA BEACH	33405	FOREST HILL COMMUNITY SCHOOL
33402	THE IMAGINE SCHOOL INC.	33405	FOREST HILL HIGH
33402 3254	THE IMAGINE SCHOOL INC.	33405	JA CUMMINGS/RDG TCHR/RAISE GR
33403	HL WATKINS MIDDLE	33405	PALMETTO ELEMENTARY
33403	LAKE PARK ELEMENTARY	33405	PALMETTO SACC
33403	LAKE PARK SACC	33405	SAINT JULIANA CATHOLIC SCH
33404	ALTERNATIVE EDUCATION	33405	SOUTH OLIVE ELEMENTARY
33404	ALTERNATIVE EDUCATION	33405	SOUTH OLIVE MODERNIZATION
33404	AREA 5 ADMINISTRATION	33405	SOUTH OLIVE SACC
33404	AUSTRALIAN WAREHOUSE SITE	33406	ACCOUNTING SERVICES
33404	COUNTYWIDE MOVING	33406	ACREAGE AREA MIDDLE 99-HH
33404	DISTANCE LEARNING	33406	ADMINISTRATIVE CAFETERIA
33404	DR MARY MCLEOD BETHUNE ELEM	33406	ADMINISTRATIVE EMPLOYMENT SER
33404	DR MARY MCLEOD BETHUNE SACC	33406	BERKSHIRE ELEMENTARY
33404	ESE AREA 5	33406	BERKSHIRE SACC
33404	FAMILY PLACE	33406	BOCA RATON AREA MIDDLE 98-GG
33404	HOPE LEARNING--RIVIERA BEACH	33406	BUDGET SERVICES
33404	INLET GROVE ADULT EDUCATION	33406	BUILDING DEPARTMENT
33404	INLET GROVE COMMUNITY HIGH	33406	CAPITAL ASSETS
33404	INLET GROVE COMMUNITY SCHOOL	33406	CAREER & COMMUNITY EDUCATION
33404	INTRUSION ALARMS	33406	CENTRALIZED INFO PROCESSING

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ZIP CODES	LOCATION	ZIP CODES	LOCATION
33406	CHARTER SCHOOLS/HOME EDU	33406	NGUZO SABA CHARTER SCHOOL
33406	CHIEF COUNSEL TO THE BOARD	33406	OUT-OF-SCH CHILD CARE SERVICE
33406	CHIEF FINANCIAL OFFICER	33406	P.B.C. EDUCATION FOUNDATION
33406	CHIEF NEGOTIATOR	33406	PALM BEACH COUNTY JAIL
33406	CHIEF OF STAFF	33406	PERSONNEL SERVICES
33406	CHIEF OPERATING OFFICER	33406	PLANNING DEPARTMENT
33406	COUNTY WIDE	33406	PRE-K PROGRAM
33406	CURRICULUM/LEARNING SUPPORT	33406	PROFESSIONAL STANDARDS
33406	EDUCATIONAL EQUITY	33406	PROGRAM MANAGEMENT
33406	ELEMENTARY EDUCATION	33406	PROJECT WOMEN CAN
33406	EMPLOYEE RECORDS/INFO SERVICE	33406	PUBLIC AFFAIRS
33406	ESOL OTS	33406	PURCHASING
33406	EXCEPTIONAL STUDENT EDUCATION	33406	PURCHASING CONSTRUCTION
33406	FACILITIES MANAGEMENT	33406	REAL ESTATE SERVICES
33406	FDLRS	33406	RESEARCH/EVAL/ACCOUNTABILITY
33406	FDLRS	33406	RESOURCE DEVELOPMENT
33406	FDLRS CHILD FIND	33406	SAFE SCHOOLS CENTER
33406	FISCAL ACCOUNTABILITY	33406	SCH SUPPORT/INST COMPUTING
33406	FOOD SERVICE ACCOUNTING	33406	SCHOOL BOARD
33406	FULTON-HOLLAND ADMIN SITE	33406	SCHOOL HEALTH PROGRAM CDC
33406	GOVERNMENT REL/BUSINESS PART	33406	SCHOOL HEALTH PROGRAM CDC
33406	IDEA DISCRETIONARY	33406	SCHOOL IMPROVEMENT
33406	IDEA DISCRETIONARY	33406	SCHOOL POLICE
33406	IDEA DISCRETIONARY	33406	SEDNET DISCRETIONARY
33406	IDEA FDLRS PRE-SCHOOL	33406	SOFTWARE WAREHOUSE
33406	IDEA PART B	33406	SPECIAL PROGRAMS
33406	IDEA PART B	33406	STAFF DEVELOPMENT/HRMD
33406	IDEA PART B SEDNET	33406	STUDENT SERVICES
33406	IDEA PART B SEDNET	33406	SUMMIT COMPLEX SITE
33406	IDEA PRE-K	33406	SUPERINTENDENT
33406	IDEA PRESCHOOL ENTITLEMENT	33406	TEACHER CERTIFICATION
33406	IDEA/SCH RENOVATION & TECH	33406	THE PROGRESSIVE SCHOOL
33406	INFORMATION TECHNOLOGY	33406	TRANSPORTATION
33406	INST & NI EMPLOYMENT SRVC	33406	TREASURY
33406	INSTRUCTION OTS	33406	VOCATIONAL REHABILITATION
33406	INSTRUCTIONAL SUPPORT	33406	YOUTH COURT JUVENILE MEDIATION
33406	JEFFERSON DAVIS ADULT ED	33406 5813	SCHOOL CENTER RESERVE
33406	JEFFERSON DAVIS COMMUNITY SCH	33406 5869	CHIEF ACADEMIC OFFICER
33406	JEFFERSON DAVIS MIDDLE	33406 5869	DISTRICT 1-MONROE BENAIM
33406	LEARNING SUPPORT	33406 5869	DISTRICT 2-PAULETTE BURDICK
33406	MAGNET & CHOICE SCHOOLS	33406 5869	DISTRICT 3-BILL GRAHAM
33406	MAINTENANCE/PLANT OP ADMIN	33406 5869	DISTRICT 4-TOM LYNCH
33406	MAINTENANCE/PLANT OP-GROUNDS	33406 5869	DISTRICT 5-MARK HANSEN
33406	MAINTENANCE/PO FULTON-HOLLAND	33406 5869	DISTRICT 6-SANDRA RICHMOND
33406	MEADOW PARK ELEMENTARY	33406 5869	DISTRICT 7-DEBRA ROBINSON
33406	MEADOW PARK SACC	33406 5869	EMPLOYEE BENEFITS/RISK MGMT
33406	MIDDLE/HIGH HOLDING SCHOOL	33406 5870	EXCEPTIONAL STUDENT EDUCATION
33406	MULTICULTURAL EDUCATION	33406 5870	HEALTH SERVICES
33406	NETWORK SERVICES	33406 5871	DIVERSITY IN BUSINESS PRACTICE
33406	NETWORK SERVICES	33407	ALTERNATIVE PROGRAM NORTH
33406	NEW RANCH SITE	33407	AREA 3 ADMINISTRATION

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ZIP CODES	LOCATION	ZIP CODES	LOCATION
33407	BAK MIDDLE SCH OF ARTS/	33409 5240	LIBRARY MEDIA SUPPORT
33407	BAK MIDDLE SCH OF THE ARTS	33410	ALLAMANDA ELEMENTARY
33407	ESE AREA 3	33410	ALLAMANDA SACC
33407	FLA INSTITUTE FOR GIRLS	33410	D D EISENHOWER ELEMENTARY
33407	HIGH RIDGE	33410	D D EISENHOWER SACC
33407	KELSEY COMMUNITY SCH-LAKE PAR	33410	EDISON-RUSSELL SCHOOL
33407	NORTHBORO ELEMENTARY	33410	ELEMENTARY TRANSITION-SITE C
33407	NORTHBORO SACC	33410	GROVE PARK ELEMENTARY
33407	NORTHMORE ELEMENTARY	33410	GROVE PARK SACC
33407	NORTHMORE SACC	33410	PLAM BEACH GARDENS ELEMENTARY
33407	PALM BEACH LAKES ADULT ED CTR	33410	PALM BEACH GARDENS HIGH
33407	PALM BEACH LAKES HIGH	33410	PALM BEACH GARDENS SACC
33407	PALM BEACH LKS COMM SCHOOL	33410	SAINT MARK'S EPISCOPAL SCH
33407	PALM BEACH YOUTH CENTER	33411	BENOIST FARMS ELEMENTARY SACC
33407	PB REGIONAL JUVENILE/DET CTR	33411	BENOIST FARMS ELEMENTARY 96-D
33407	PLEASANT CITY ELEM WPB	33411	CRESTWOOD MIDDLE
33407	PLEASANT CITY ELEMENTARY SACC	33411	CYPRESS TRAILS ELEMENTARY
33407	REDEMPITIVE LIFE ACADEMY	33411	CYPRESS TRAILS SACC
33407	ROOSEVELT COMMUNITY SCHOOL	33411	H L HOHNSON ELEMENTARY
33407	ROOSEVELT FULL SERVICE CTR	33411	H L JOHNSON SACC
33407	ROOSEVELT MIDDLE	33411	INDIAN RIDGE SCHOOL
33407	SABAL PALM SITE	33411	ROYAL PALM BEACH ADULT ED
33408	ACADEMY OF INTERNATIONAL STUD	33411	ROYAL PALM BEACH COMM HIGH
33408	BENJAMIN SCHOOL	33411	ROYAL PALM BEACH COMMUNITY SC
33408	BRIGHT FUTURES INTERNATIONAL	33411	ROYAL PALM BEACH EL SACC
33408	HLC/GARDENS/BRIGHT FUTURES	33411	ROYAL PALM BEACH ELE
33408	NORTH PALM BEACH ELEMENTARY	33411	W PALM AREA MIDDLE 98-EE
33408	NORTH PALM BEACH SACC	33411	WESTERN PINES COMM MIDDLE
33408	PALM BEACH MARINE INSTITUTE	33411	WESTERN PINES COMMUNITY SCH
33408	SAINT CLARE SCHOOL	33413	CHOLEE LAKE ELEMENTRY
33409	ADULT EDUCATION CENTER	33413	CHOLEE LK ELEM SACC
33409	ADULT EDUCATION COMMUNITY SCH	33413	LIBERTY PARK ELEMENTARY
32409	ARTHUR I. MEYER JEWISH ACAD	33413	LIBERTY PARK SACC
33409	BEAR LAKES BEFORE SCHOOL	33413	OKEEHHEEL COMM MID SCHL
33409	BEAR LAKES MIDDLE	33414	BINKS FOREST ELEMENTARY
33409	CARDINAL NEWMAN HIGH	33414	BINKS FOREST SACC
33409	DATA HOUSE II	33414	CENTRAL WPB AREA HIGH 98-JJ
33409	ENVIRONMENTAL CONTROL	33414	NEW HORIZON SACC
33409	EXCEPTIONAL STUDENT ED OTS	33414	NEW HORIZONS ELEMENTARY
33409	FLORIDA MANGO COMPLEX SITE	33414	WELLINGTON ADULT EDUC CTR
33409	GOLD COAST SCHOOL OF CHOICE	33414	WELLINGTON AREA ELE 02-S
33409	LIBRARY MEDIA SERVICES	33414	WELLINGTON CHRISTIAN SCHOOL
33409	OFFICE OF DISTRICT AUDITOR	33414	WELLINTON COMMUNITY SCHOOL
33409	PRINTING SERVICES	33414	WILLINGTON ELEMENTARY
34309	SURVIVORS CHARTER SCHOOL	33414	WELLINGTON HIGH
33409	TEST DISTRIBUTION CENTER	33414	WELLINGTON LANDINGS MIDDLE
33409	WEST GATE ELEMENTARY	33414	WELLINGTON SACC
33409	WEST GATE SACC	33414	WESTERN ACADEMY CHARTER
33409 5240	INSTRUCTIONAL MATERIALS DEPT	33415	FOREST HILL ELEMENTARY
33409 5240	IT/COMMUNICATIONS	33415	FOREST HILL SACC
33409 5240	IT/COMPUTER HARDWARE SUPPORT	33415	HAVERHILL BAPTIST DAY SCHOOL

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ZIP CODES	LOCATION	ZIP CODES	LOCATION
33415	HOLY NAME OF JESUS SCHOOL	33430	LAKE SHORE ANNEX TRANSITION
33415	MELALEUCA ELEMENTARY	33430	LAKE SHORE MIDDLE
33415	MELALEUCA SACC	33430	KALE SHORE MIDDLE 96-AA
33417	EGRET LAKE ELEMENTARY	33430	LAKE SIDE ACADEMY CHARTER
33417	EGRET LAKE SACC	33430	MIRACLE BY FAITH CHRISTIAN SC
33417	SEMINOLE TRAILS ELEMENTARY	33430	PACE CENTER FOR GIRLS
33417	SEMINOLE TRAILS SACC	33430	PIONEER PARK ELEMENTARY
33417	WYNNEBROOK ELEMENTARY	33430	WEST AREA MIGRANT
33417	WYNNEBROOK SACC	33430	WEST TECH ADULT EDUCATION
33418	G. HAUPTNER G-STAR CHARTER	33430	WEST TECH COMMUNITY SCHOOL
33418	G. HAUPTNER G-STAR 1ST YEAR	33430	WEST TECH HIGH SCHOOL
33418	TIMBER TRACE ELEMENTARY	33431	HARID CONSERVATORY
33418	TIMBER TRACE SACC	33431	J C MITCHELL ADULT ED CTR
33418	WATSON B DUNCAN MIDDLE	33431	J C MITCHELL COMMUNITY/SACC
44318	WILLIAM T DWYER ADULT ED CTR	33431	J C MITCHELL ELEMENTARY
33418	WILLIAM T DWYER COMMUNITY SCH	33431	POPE JOHN PAUL II HIGH SCHOOL
33418	WILLIAM T DWYER HIGH	33432	BOCA RATON CHRISTIAN SCHOOL
33419	PB/RIVIERA BCH ACAD FED 1ST Y	33432	BOCA RATON ELEMENTARY
33420	PB CATHEDRAL CHRISTIAN ACAD	33432	BOCA RATON SACC
33420	RENAISSANCE LEARNING CENTER	33432	SAINT JOAN OF ARC CATHOLIC
33426	BOYNTON BEACH HIGH	33433	DEL PRADO ELEMENTARY
33426	CONGRESS COMMUNITY SCHOOL	33433	DEL PRADO SACC
33426	CONGRESS MIDDLE	33433	HAMMOCK POINT SACC
33426	ESE AREA 1	33433	HAMMOCK POINTE ELEMENTARY
33426	ESE AREA 2	33433	SAINT JUDE CATHOLIC SCHOOL
33426	SOUTH TECH ADULT EDUCATION	33433	VERDE ELEMENTARY
33426	SOUTH TECH COMMUNIOTY HIGH	33433	VERDE SACC
33426	SOUTH TECH COMMUNITY SCHOOL	33433	YESHIVA HIGH SCHOOL
33428	ACADEMIC SCHOOL FOR THE ARTS	33434	OLYMPIC HEIGHTS ADULT ED CTR
33428	CORAL SUNSET ELEMENTARY	33434	OLYMPIC HEIGHTS ACOMMUNITY SCH
33428	CORAL SUNSET SACC	33434	OLYMPIC HEIGHTS HIGH
33428	DONNA KLEIN JEWISH ACADEMY	33434	SAINT ANDREWS SCHOOL
33428	HILLEL/BOCA RATON JEWISH	33434	WBOCA/DELRAY HIGH "01-LL"
33428	LOGGERS' RUN ADULT EDUCATION	33434	WHISPERING PINES SACC
33428	LOGGERS' RUN COMMUNITY SCH	33435	CITRUS COVE ELEMENTARY
33428	LOGGERS' RUN MIDDLE	33435	CITRUS COVE SACC
33428	WATERS EDGE COMM ELEMENTARY	33435	ELEMENTARY TRANSITION-SITE B
33428	WATERS EDGE ELEM SACC	33435	FOREST PARK ELEMENTARY
33428 0189	ACADEMY CHARTR SCHOOL -FLORIDA	33435	FOREST PARK SACC
33430	AREA 4 ADMINISTRATION	33435	GALAXY ELEMENTARY
33430	BELLE GLADE ELEMENTARY	33435	GALAXY SACC
33430	EAGLE ACADEMY (BOOT CAMP)	33435	POINCIANA ELEMENTARY
33430	ESE AREA 4	33435	POINCIANA SACC
33430	GLADE VIEW ELEMENTARY	33435	ROLLING GREEN ELEMENTARY
33430	GLADES CENTRAL ADULT ED	33435	ROLLING GREEN SACC
33430	GALDES CENTRAL COMMUNITY SCH	33435	SAINT JOSEPH'S EPISCOPAL
33430	GLADES CENTRAL HIGH	33435	SAINT MARK CATHOLIC SCHOOL
33430	GLADES DAY SCHOOL	33436	CROSSPOINTE ELEMENTARY
33430	GOVE ELEMENTARY	33436	CRESSPOINTE ELEMENTARY SACC
33430	GOVE SACC	33436	FREEDOM SHORES ELEMENTARY
33430	LAKE SHORE ANNEX TRANSITION	33436	FREEDOM SHORES ELEMENTARY SAC

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ZIP CODES	LOCATION	ZIP CODES	LOCATION
33437	CHRISTA MCAULIFFE MIDDLE	33460	HIGHLAND ELEMENTARY
33437	CRYSTAL LAKES ELEMENTARY	33460	HIGHLAND SACC
33437	CRYSTAL KALES SACC	33460	LAKE WORTH ADULT EDUCATION CT
33437	HAGEN ROAD ELEMENTARY	33460	LAKE WORTH COMMUNITY SCHOOL
33437	HAGEN ROAD SACC	33460	LAKE WORTH HIGH
33437	ODYSSEY MIDDLE	33460	MID SCH OF CHOICE-SOUTH AREA
33437	WEST BOYNTON HIGH 91-EEE	33460	NORTH GRADE ELEMENTARY
33438	KE CUNNINGHAM/CANAL POINT EL	33460	NORTH GRADE SACC
33438	KE CUNNINGHAM/CANAL PT SACC	33460	OUR SAVIOR LUTHERAN SCHOOL
33444	ATLANTIC ADULT EDUCATION CTR	33460	SACRED HEART SCHOOL
33444	ATLANTIC COMMUNITY SCHOOL	33460	SOUTH GRADE ELEM OLD SITE
33444	ATLANTIC HIGH	33460	SOUTH GRADE ELEMENTARY
33444	DELRAY FILL SERVICE COMMUNITY	33460	SOUTH GRADE SACC
33444	DELRAY FULL SERVICE TRANSITION	33461	C O TAYLOR/KIRKLANE EL
33444	MOUNT OLIVE CHRISTIAN SCHOOL	33461	C O TAYLOR/KIRKLANE SACC
33444	PINE GROVE ELEMENTARY	33461	ELEMENTARY TRANSITION-AREA 2
33444	PINE GROVE SACC	33461	LAKE WORTH MIDDLE
33444	PLUMOSA ELEMENTARY	33461	PALM SPRINGS ELEMENTARY
33444	PLUMOSA SACC	33461	PALM SPRINGS SACC
33444	S D SPADY ELEMENTARY	33461	PROFESSIONAL LIBRARY
33444	S D SPADY SACC	33461	SAINT LUKE CATHOLIC SCH
33444	TOUSSANIT L'OUVERTURE-ASJ	33461	TRINITY CHRISTIAN ACADEMY
33444	TRINITY LUTHERAN SCHOOL	33462	AREA 2 ADMINISTRATION
33444	VILLAGE ACADEMY ELEM	33462	BOYNTON BCH HG ADULT EDUCATION
33445	BANYAN CREEK ELEMENTARY	33462	ED VENTURE CHARTER SCHOOL
33445	BANYAN CREEK SACC	33462	JFK CHARTER @ JFK MEDICAL CNT
33445	CARVER ADULT EDUCATION CENTER	33462	LAKE WORTH CHRISTIAN SCHOOL
33445	CARVER COMMUNITY SCHOOL	33462	LANTANA ADULT EDUCATION CTR
33445	CARVER MIDDLE SCHOOL	33462	LANTANA COMMUNITY SCHOOL
33445	ORCHARD VIEW COMMUNITY ELEM	33462	LANTANA ELEMENTARY
33445	ORCHARD VIEW SACC	33462	LANTANA MID REPLACEMENT 97-DD
33458	BEACON COVE INTERMEDIATE	33462	LANTANA MIDDLE
33458	BEACON COVE SACC	33462	LANTANA SACC
33458	INDEPENDENCE MIDDLE	33462	PALM BEACH HALFWAY HOUSE
33458	JERRY THOMAS ELEMENTARY	33462	PALM BEACH YOUTH ACADEMY
33458	JERRY THOMAS SACC	33462	ROYAL PALM SCHOOL
33458	JUPITER ACAD/ARTS-SCIENCE	33462	SANTALUCES ADULT EDUCATION CT
33458	JUPITER ADULT EDUCATION CENTER	33462	SANTALUCES COMMUNITY SCHOOL
33458	JUPITER COMMUNITY SCHOOL	33462	SANTALUCES HIGH
33458	JUPITER ELEM SACC	33462	SOUTH COUNTY GROUP HOME
33458	JUPITER ELEMENTARY	33462	STARLIGHT COVE ELEMENTARY
33458	JUPITER HIGH	33462	STARLIGHT COVE SACC
33458	JUPITER MIDDLE	33463	GREENACRES CHRISTIAN ACADEMY
33458	LIGHTHOUSE ELEMENTARY	33463	GREENACRES ELEMENTARY
33458	LIGHTHOUSE SACC	33463	GREENACRES SACC
33458	LIMESTONE CREEK ELEMENTARY	33463	HERITAGE ELEMENTARY
33458	LIMESTONE CREEK SACC	33463	HERITAGE SACC
33460	ALTERNATIVE PROGRAM SOUTH	33463	INDIAN PINES ELEMENTARY
33460	BARTON ELEM SACC	33463	INDIAN PINES SACC
33460	BARTON ELEMENTARY	33463	JOHN I LEONARD HIGH
33460	ELLES SCHOOL -K STREET	33463	WEST LW/LANTANA 01-R

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ZIP CODES	LOCATION	ZIP CODES	LOCATION
33463	WEST LW/LLANTANA 01-R SACC	33496	CALUSA SACC
33467	CORAL REEF ELEMENTARY	33496	CARE/EXTRA CARE 2000
33467	CORAL REEF ELEMENTARY SACC	33496	OMNI MIDDLE
33467	DISCOVERY KEY ELEM	33496	SPANISH RIVER ADULT ED CTR
33467	DISCOVERY KEY SACC	33496	SPANISH RIVER COMMUNITY SCH
33467	MANATEE COMMUNITY ELEM	33496	SPANISH RIVER HIGH
33467	MANATEE SACC	33496	WHISPERING PINES ELEMENTARY
33467	PANTHER RUN ELEMENTARY	33498	CHARTER SCHOOL FOR LEARNING
33467	PANTHER RUN SACC	33498	EAGLES LANDING MIDDLE SCHOOL
33467	POLO PARK MIDDLE	33498	EAGLES LANDING SUMMER CAMP
33467	WOODLANDS MIDDLE COMM SCHOOL	33498	GOLDEN BELL ED/FOUNDATION
33469	GOOD SHEPHERD EPISCOPAL SCHOOL	33498	SANDPIPER SHORES ELEMENTARY
33470	ACREAGE PINES ELEMENTARY	33498	SANDPIPER SHORES SACC
33470	ACREAGE PINES SACC	33498	SUNRISE PARK ELEM
33470	FRONTIER ELEM	33498	SUNRISE PARK SACC
33470	FRONTIER SACC		
33470	GOLDEN GROVE COMM ELEMENTARY		
33470	GOLDEN GROVE SACC		
33470	LOXAHATCHEE GROVES ELEMENTARY		
33470	LOXAHATCHEE GROVES SACC		
33476	ELEMENTARY TRANSITION-SITE A		
33476	EVERGLADES PREP ACADEMY 1ST Y		
33476	GRADES ACAD-ARGI/ECOLO STUDIE		
33476	PAHOKEE ELEMENTARY		
33476	PAHOKEE MIDDLE/SENIOR HIGH		
33476	SAGO PALM		
33476	SCHOOL OF CHOICE		
33478	JUPITER FARMS CHRISTIAN SCHOOL		
33478	JUPITER FARMS ELEMENTARY		
33478	JUPITER FARMS SACC		
33480	PALM BEACH PUBLIC		
33480	PALM BEACH PUBLIC SACC		
33483	DELRAY YOUTH VOCATIONAL CHART		
33483	DELRAY YOUTH VOCATIONAL CHART		
33483	GULF STREAM SCHOOL		
33483	SAINT VINCENT FERRER SCHOOL		
33484	MORIKAMI PARK ELEMENTARY		
33484	MORIKAMI PARK SACC		
33486	ADDISON MIZNER ELEMENTARY		
33486	ADDISON MIZNER SACC		
33486	BOCA RATON ADULT ED		
33486	BOCA RATON ADULT ED CENTER		
33486	BOCA RATON COMMUNITY SCHOOL		
33486	BOCA RATON HIGH		
33486	BOCA RATON MIDDLE		
33486	BOCA RATON MIDDLE COMM		
33486	SAINT PAUL LUTHERAN SCHOOL		
33493	ROSENWALD ELEMENTARY		
33496	AREA 1 ADMINISTRATION		
33496	CALUSA ELEMENTARY		