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DEPARTMENT OF GENERAL SERVICES
Support Services Division



**SOLANO
COUNTY**

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REQUEST FOR PROPOSAL (RFP)
NUMBER: 949-0811-27
FOR
COMPREHENSIVE COBRA AND CAL-COBRA
ADMINISTRATION

RELEASE DATE: August 17, 2026

RESPONSE DUE: October 5, 2026, 5:00 pm

SUBMIT PROPOSAL TO:	RFP COORDINATOR
Solano County digitally via OpenGov Solano County Portal website at: https://procurement.opengov.com/portal/solanocounty	Umiika Wright Phone: (707) 784-3236 uwright@solanocounty.gov
Any proposer participating in this solicitation is required to have a vendor application on file with the County. This application may be downloaded from the Solano County website at www.solanocounty.gov . Include the application with your proposal. The County will post any changes and information relating to this RFP digitally via OpenGov. Proposers are responsible for frequently checking OpenGov at https://procurement.opengov.com/portal/solanocounty for any changes or information relating to this RFP.	
"Smoking is not permitted in County Buildings or around Solano County campuses. Thank you in advance for your compliance."	

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Attachments:

A - Special Terms and Conditions

C - Exhibit C - General Terms 6_12_18

1. 1.Introduction

The purpose of this Request for Proposals ("RFP") is to define the the County of Solano's minimum requirements, solicit proposals, and gain adequate information by which the County of Solano may evaluate the services offered by Proposers that fall within the Comprehensive COBRA and CAL-COBRA Administration as further described in this RFP.

1.1. 1.1. Summary

The County of Solano, Department of Human Resources, hereinafter referred to as the "County", is soliciting proposals from qualified Third-Party Administrators (TPAs)(s) to provide Comprehensive COBRA and CAL-COBRA Administration for eligible employees and qualified beneficiaries. The selected vendor will be responsible for the full administration of continuation coverage, including required notifications, eligibility and qualifying event administration, enrollment processing, premium billing and collection, trust account management, coordination with benefit carriers, regulatory compliance, and participant support. The County seeks an experienced partner that can ensure accurate, timely, and compliant administration while providing exceptional customer service through multiple communication channels, bilingual support, and secure online self-service tools.

1.2. 1.2. Background

The County is committed to providing eligible employees and their dependents with uninterrupted access to continuation health coverage in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), Cal-COBRA, HIPAA, and other applicable federal and state regulations. To support these obligations, the County requires a qualified TPA to administer all aspects of the continuation coverage process, from initial notices through coverage termination, while maintaining required records, safeguarding protected health information, and responding promptly to participant and County inquiries. The selected vendor will work collaboratively with the County to ensure a seamless transition of services, maintain regulatory compliance, and deliver efficient, reliable administration that supports both the County and its plan participants.

1.3. 1.3. Contact Information

Umiika Wright

Senior Buyer

675 Texas Street

Ste 2500

Fairfield, CA 94533

Email: uwright@solanocounty.gov

Phone: [\(707\) 784-3236](tel:(707)784-3236)

Department:

Human Resources

1.4. 1.4. Timeline

The County reserves the right to adjust this schedule as it deems necessary. Notifications of any adjustments to the schedule will be posted here on OpenGov and Proposers will be emailed directly regarding any such updates or Addenda posted to this procurement.

To receive electronic notifications regarding this opportunity with the County, click the follow button while viewing this solicitation on the County's eprocurement website.

RFP Issued	August 17, 2026
Pre-Proposal Conference (Non-Mandatory)	September 9, 2026, 10:30am Microsoft Teams meeting Join: https://teams.microsoft.com/meet/210647066787805?p=YXu33Y1f66CEpzQdva Meeting ID: 210 647 066 787 805 Passcode: YU39zB6q Need help? System reference Dial in by phone +1 323-457-3408, 581049420# United States, Los Angeles Find a local number Phone conference ID: 581 049 420#
Question Submission Deadline	September 9, 2026, 5:00pm
County's Responses to Questions	September 17, 2026
Proposal Submission Deadline	October 5, 2026, 5:00pm
Interviews and Presentations Week of 10/19/26 if needed	October 20, 2026
Contractor Selection Date	October 27, 2026
Desired Contract Start Date	January 1, 2027

2. 2.Statement of Purpose

The purpose of this Request for Proposal (RFP) is to define the County's minimum requirements and gain adequate information by which the County may evaluate services offered by contractors or vendors. As used herein, the term contractor or vendor shall mean the contractor, its employees, or agents.

- A. Services and/or commodities to be rendered as specified within guidelines as provided by this RFP in its entirety.
- B. This RFP details deliverables and terms and conditions as required by the County.
- C. In addition to the requesting department, other Solano County departments may utilize this contract (at the same terms and conditions) for similar work.
- D. Proposers are responsible for checking the County's eProcurement Portal frequently for any current information and documents pertaining to this RFP.
- E. Proposals shall be valid for at least ninety (90) days after the RFP closing date.
- F. Questions regarding this solicitation shall be submitted via the County's eProcurement Portal Q&A feature no later than 5:00 pm on Wednesday, September 9, 2026. Response to written questions will be posted via the County's eProcurement Portal no later than the date and time stated in the project timeline. If there is a delay in posting responses, the bid submission due date may be extended commensurate. The County cannot assure any response to questions/inquiries received after this date.

3. 3.Scope of Services

3.1. 3.1. Scope of Work

The Contractor will provide complete, compliant, and customer-focused COBRA and Cal-COBRA administration services for a benefits program that covers up to 3,300 benefit-eligible employees. On average, about 120 participants per month will be enrolled in COBRA or Cal-COBRA. These numbers are only estimates for planning and may change over time.

The selected vendor will act as the County's official COBRA administrator. This includes ensuring full compliance with all federal and state requirements and delivering timely, accurate, and responsive service to employees, qualified beneficiaries, and County staff.

To meet these expectations, the contractor will handle the full range of continuation coverage responsibilities, including:

- A. Developing and maintaining all administrative procedures
- B. Issuing required notices (including election notices and other mandated communications)
- C. Processing participant elections and enrollments
- D. Managing premium billing, collecting payments, and completing monthly reconciliation
- E. Managing the benefit trust account

- F. Coordinating with medical, dental, vision, and other benefit carriers
- G. Administering qualifying events, disability extensions, second qualifying events, and other COBRA provisions
- H. Supporting open enrollment processes
- I. Processing coverage changes and terminations
- J. Maintaining records that demonstrate compliance with COBRA, Cal-COBRA, HIPAA, and all other applicable laws and regulations

Additionally, the contractor must provide the staffing, technology, and operational capacity needed to support the County's employee population and participant volume, even as those numbers fluctuate throughout the contract period.

3.2. 3.2. The Solution

Overall Requirement

The contractor must have enough staff, technology, and operational capacity to fully support the County's employee population and the ongoing number of COBRA participants each month.

A. Required Solution Capabilities

1. Secure electronic data exchanges
The TPA must be able to send and receive data safely, using encrypted, compliant methods to protect sensitive information.
2. Automated workflows
Processes such as notices, payments, eligibility updates, and status changes should run through automated systems that reduce errors and improve efficiency.
3. Comprehensive reporting
The contractor must provide detailed reports on enrollment, payments, timelines, compliance activities, and other key administrative areas.
4. Audit support
The TPA must assist the County during audits by providing documentation, compliance evidence, and system logs as needed.
5. Business continuity measures
The solution must include safeguards to ensure uninterrupted service during system outages, disasters, or other disruptions.
6. Secure handling of PHI
All protected health information must be stored, processed, and transmitted in compliance with HIPAA and applicable state privacy requirements.

Scalability Requirement

The TPA must be able to adjust staffing, system capacity, and operational resources as the County's employee population and COBRA enrollment numbers change over the course of the contract.

3.3. 3.3. Service Levels

A. Exceptional Customer Service with Knowledgeable Representatives

The County wants a TPA that prioritizes high-quality customer service. Staff should be well-trained, able to explain COBRA continuation coverage accurately, and capable of resolving participant issues efficiently.

B. Multi-Channel Customer Support (Phone, Live Chat, Email, Secure Portal)

The contractor must offer customer service through several options:

1. A toll-free phone line
2. Live chat
3. Email support
4. A secure online portal where members can access information, forms, and account details
This ensures participants can reach help in the way that works best for them.

C. Required Bilingual Support (English & Spanish)

1. Customer support staff must be able to assist participants in both English and Spanish.
Response times should be prompt for both County staff and participants.

D. Close Partnership with County Representatives

The contractor will work closely with County HR and benefits teams to:

1. Implement the program smoothly
2. Administer COBRA accurately
3. Maintain compliance with state and federal regulations
4. Ensure participants have a positive, seamless experience throughout their continuation coverage

E. Annual COBRA Compliance & Administrative Training

Each year, the contractor must provide training for County HR staff that covers:

1. Regulatory updates (federal and state)
2. Best practices for COBRA administration
3. Operational processes needed to run the program effectively to ensure County staff stay current and confident in administering the program.

4. 4. Prerequisites

To be considered for award, proposers shall demonstrate that they possess the experience, qualifications, and resources necessary to successfully administer the County's continuation coverage program. At a minimum, the proposer shall meet the following requirements:

- A. **COBRA and Continuation Coverage Expertise:** Demonstrate a minimum of five (5) years of experience providing comprehensive COBRA and Cal-COBRA administration for employers of comparable size and complexity. The proposer shall possess thorough knowledge of the Consolidated Omnibus Budget Reconciliation Act (COBRA), Cal-COBRA, HIPAA, the Affordable Care Act (ACA), Medicare Secondary Payer (MSP) requirements, and other applicable federal and California laws governing continuation coverage.
- B. **Section 125 and Flexible Spending Account Administration:** Demonstrate expertise in the administration of Section 125 Cafeteria Plans, including pre-tax benefit elections, Healthcare Flexible Spending Accounts (Health FSAs), Dependent Care Flexible Spending Accounts (DCFSA's), Qualifying Life Event Changes, COBRA requirements applicable to Health FSAs, and applicable Internal Revenue Service (IRS) regulations, including Sections 125 and 129 of the Internal Revenue Code.
- C. **Regulatory Compliance and Data Security:** Maintain written policies, procedures, and internal controls to ensure compliance with all applicable federal and state laws and regulations, including HIPAA Privacy and Security Rules, COBRA, Cal-COBRA, IRS requirements, and applicable data privacy and information security standards. The proposer shall demonstrate the ability to safeguard confidential and protected health information (PHI) and personally identifiable information (PII).
- D. **Technical and Administrative Capability:** Demonstrate the ability to securely exchange eligibility and enrollment data electronically, administer premium billing and collection, maintain participant records, provide standard and ad hoc reporting, support open enrollment activities, and provide audit documentation. The proposer should have sufficient staffing, technology, and business continuity capabilities to support an employee population of up to 3,300 benefit-eligible employees and approximately 120 active COBRA participants per month.
- E. **Public Sector Experience and References:** Demonstrate successful experience providing COBRA administration services for California public agencies or similarly sized governmental employers. Proposers shall provide at least five (5) client references from organizations comparable in size and complexity that have received similar services within the past ten (10) years.

5. 5.Contract Duration and Funding Availability

The County intends to award **one (1) two-year** contract(s) with an estimated cost not to exceed \$48,000, to the responsible proposer(s) whose proposal is determined to be the most responsive to the requirements of this RFP. The term of the resulting contract(s) will begin on or about 01/01/2027, and terminate on 12/31/2029. The County reserves the right to award a two-year contract through this RFP, which may be renegotiated and/or renewed/extended, subject to contractor performance and continued funding, for **three (3) additional one-year** terms without a competitive bid process, representing a total contract term of no more than **five (5) years** at the sole discretion of the County, provided the County notifies the Contractor in writing of its intention to do so at least thirty (30) days prior to the contract expiration date. An extension of the term of this contract will be affected through

an amendment to the contract. If the extension of the contract necessitates additional funding beyond that which was included in the original contract, the increase in the County’s maximum liability will also be affected through an amendment to the contract and shall be based upon rates provided for in the original contract and response.

The funding or portions of this funding for the contract resulting from this RFP may be contingent upon the State budget; receipt of funds from and/or obligation of funds by the Federal government to the State and from the State to the County; and inclusion of sufficient funding for the services hereunder in the budget approved by the County’s Board of Supervisors for each fiscal year covered by said contract. If such approval, funding, or appropriations are not forthcoming, or are otherwise limited, the contract may be immediately terminated, reduced or modified without penalty.

6. 6. Evaluation of Proposals

Evaluation Committee: A County Evaluation Committee (CEC) will evaluate all proposals. The CEC will be composed of County staff and other parties that may have relevant expertise or experience. The CEC will score and recommend proposals in accordance with the evaluation criteria set forth below. Evaluation of the proposals shall be within the sole judgment and discretion of the CEC.

If desired by the County, the top-rated firms scoring highest on the first round of evaluations may be invited for an interview and further rated. The County reserves the right to determine the number of proposers to be interviewed. The same evaluation criteria used for the proposal evaluation process will be used to rate the firms during the interviews. At the end of the interview process, the CEC will re-rank the firms to determine the best evaluated firm. The project manager and any key team members should attend the interview. The determination as to the need for interviews, the location, order and schedule of the interviews is at the sole discretion of the County. The evaluation interview panel may include representatives from the County and other agencies, but the specific composition of the panel will not be revealed prior to the interviews. The proposer must bear all costs incurred to attend.

If the evaluation process includes a two-stage approach to develop a short list of proposers that will continue to the final stage of oral interview and reference checks; the preliminary scoring will be based on the total points, excluding points allocated to references and oral interview. If a short list process is used for a solicitation, references shall only be performed on the short-listed proposers and the score is not included in the preliminary short list score. Only the proposers meeting the short list criteria will proceed to the next stage. All other proposers will be deemed eliminated from the process.

The County will select the proposal that presents the best value and is most advantageous to the County and the public. Accordingly, the County may not necessarily award the proposer with the lowest price proposal if doing so would not be in the overall best interest of the County. The County reserves the right to expand or reduce the proposed scope of work during the contract negotiations based on budget constraints and to award to a single or multiple proposers.

The evaluation criteria and their respective weights are as follows:

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	Organizational Qualifications and Experience - Does the proposer demonstrate substantial experience administering COBRA and Cal-COBRA programs for public sector or similarly sized organizations? - Does the proposer have a proven record of regulatory compliance and successful client relationships? - Are client references relevant and satisfactory?	Points Based	10 (10% of Total)
2.	Technical Approach and Service Delivery - Does the proposal clearly describe the vendor's approach to administering COBRA and Cal-COBRA services? - Does the proposer demonstrate an understanding of the County's operational and compliance requirements? - Are procedures in place to ensure timely issuance of required notices, election packets, billing statements, and termination notices?	Points Based	10 (10% of Total)

3.	Regulatory Compliance - Does the proposer demonstrate knowledge of COBRA, Cal-COBRA, HIPAA, and other applicable federal and state regulations? - Are processes in place to maintain compliance, retain required documentation, and conduct quality assurance or internal audits? - Does the proposer have procedures for handling qualifying events, disability extensions, second qualifying events, and open enrollment activities?	Points Based	10 <i>(10% of Total)</i>
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4.	Customer Service - Does the proposer provide knowledgeable customer support through multiple communication channels, including a toll-free telephone number, live chat, and an online participant portal? - Are bilingual (English and Spanish) customer service representatives available? - Does the proposer commit to responding to participant and County inquiries within one (1-3) business days?	Points Based	10 (10% of Total)
5.	Technology and Reporting - Does the proposer provide a secure online portal for participants and County staff? - Are reporting capabilities sufficient to support the County's administrative, financial, and compliance needs? - Does the proposer maintain secure systems that protect confidential information and comply with HIPAA privacy and security requirements?	Points Based	10 (10% of Total)

6.	Implementation and Transition - Does the proposer provide a clear implementation and transition plan? - Does the proposal identify project milestones, staffing, and responsibilities necessary to ensure a seamless transition with minimal disruption? - Does the proposer describe its experience with similar implementations?	Points Based	10 (10% of Total)
7.	Financial Management - Does the proposer demonstrate sound processes for premium billing, collections, trust account management, and remittance of premiums to the County? - Are financial controls and reconciliation processes clearly described?	Points Based	10 (10% of Total)

8.	Staffing and Account Management - Does the proposer identify experienced staff who will support the County's account? - Is a dedicated account manager assigned? - Does the staffing model appear adequate to meet the County's service expectations?	Points Based	10 (10% of Total)
9.	Cost Proposal - Does the proposer identify experienced staff who will support the County's account? - Is a dedicated account manager assigned? - Does the staffing model appear adequate to meet the County's service expectations?	Points Based	10 (10% of Total)

10.	Overall Quality of Proposal - Is the proposal complete, well organized, and responsive to all RFP requirements? - Does the proposal demonstrate a thorough understanding of the County's needs? - Does the proposer offer value-added services, innovations, or process improvements that would benefit the County?	Points Based	10 (10% of Total)
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7. 7. Award Notice and Acceptance Period

After the evaluation of proposals and final consideration of all pertinent information available, the County will either reject all proposals or issue a written notice of intent to award the Contract to the highest rated responsive Proposer. The notice shall identify the highest rated proposal. The notice shall not create rights, interests, or claims of entitlement for the highest rated Proposer and all proposals may still be rejected.

The highest rated Proposer should be prepared to enter into a Contract with the County which shall be substantially the same as the Standard Contract included as an attachment to this RFP. The Contract provided with this RFP is to be considered a sample and the County reserves the right to add terms and conditions, deemed to be in the best interest of the County based on the selected proposal, during final contract negotiations.

If a Proposer fails to sign and return the Contract drawn pursuant to this RFP and final Contract negotiations within fourteen (14) days of its delivery to the Proposer, the County may cancel the award and award the Contract to the next highest rated Proposer.

8. 8. Protest and Appeal

Any actual Proposer who wishes to protest the notice of intent to award a Contract may submit a protest. The protest must be submitted in writing to the Director of the General Services Department within seven (7) calendar days after such Proposer knows or should have known of the facts giving rise to the protest, but in no event later than seven (7) calendar days after the date of the notice of intent to award the Contract. All letters of protest shall clearly identify the reasons and basis for the protest. The protest must also state the law, rule, regulation, or policy upon which the protest is based. The Director of the General Services Department will issue a written decision within ten (10) working days after receipt of the protest which shall include the reason for the action taken and the process for appealing the decision. Proposers shall frequently check the County website and <https://procurement.opengov.com/portal/solanocounty> for any updates related to this RFP.

9. 9. **Terms and Conditions**

- A. The [County's Purchasing & Contracting Policy Manual](#) is fully incorporated into and made a part of this RFP by this reference and governs this RFP.
- B. RFP Amendment, Cancellation, and Right of Rejection.
1. The County reserves the unilateral right to amend this RFP in writing at any time by posting an Addendum to the County's bidding website. Proposers are responsible for staying up to date on the project by reviewing all notifications and Addenda released through the bidding website. Proposers shall respond to the final written RFP and any Exhibits, Attachments, and Addenda to the RFP. The County also reserves the right, in its sole discretion, to reject any and all proposals or to cancel or reissue the RFP.
 2. The County reserves the right, in its sole discretion, to waive variances in proposals provided such action is in the best interest of the County. Where the County waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the applicant from full compliance with the RFP. Notwithstanding any minor variance, the County may hold any proposal to strict compliance with the RFP.
- C. Confidentiality. The County will retain a master copy of each response to this RFP, which will become a public record after the award of a Contract unless the qualifications or specific parts of the qualifications can be shown to be exempt by law under Government Code section 7920.000 et seq. Proposers may clearly label part of a submittal as "**CONFIDENTIAL**" if the Proposer agrees to indemnify and defend the County for honoring such a designation. The failure to have so labeled any information shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the County, the County will notify the Proposer of the request and delay access to the material until seven (7) working days after notification to the Proposer. Within that time delay, it will be the Proposer's duty to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

10. 10. **Electronic Proposal Submittal**

10.1. 1. Proposal Requirements: *

The technical proposal (excluding the cover letter, resumes, sample forms, financials, writing samples, and County forms) shall not exceed a total of 25 single-sided, 8.5" x 11", numbered pages.

☐ Please confirm

*Response required

10.2. 2. Federal Tax ID Number:*

Enter your Federal Tax ID Number

*Response required

10.3. 3. Cover Letter:*

The proposal must be submitted with a cover letter describing the proposer's interest and commitment to the proposed project. The letter must state that the proposal is valid for a period of ninety (90) days and include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the selection process. The person authorized by the proposer to negotiate a contract with the County must sign the cover letter.

Address the cover letter as follows:

Solano County General Services Department
Purchasing Services
675 Texas Street Suite 2500
Fairfield, CA 94533
Attention: Umiika Wright, RFP Coordinator

*Response required

10.4. 4. Approach and Management Plan:*

The Proposer shall identify the key team member(s) who will be assigned to administer the County's continuation coverage program and shall provide detailed information regarding each individual's qualifications, certifications, experience, and role on the project. Emphasis shall be placed on each key team member's experience administering COBRA, Cal-COBRA, Section 125 plans, and related employee benefits programs for public sector or similarly sized organizations. Qualifications shall be supported by current resumes demonstrating successful performance on projects of similar scope, size, and complexity.

To be considered for award, Proposers shall demonstrate that they possess the experience, qualifications, staffing, and resources necessary to successfully administer the County's continuation coverage program, which consists of up to 3,300 employees and an average monthly employee (and eligible dependents) population of 120.

The successful Proposer shall work collaboratively with the County's benefits broker throughout the term of the contract. The County's appointed benefits broker shall remain the Broker of Record for the COBRA administrator. The Proposer shall coordinate implementation, ongoing administration, regulatory compliance, eligibility issues, reporting, and other benefit administration activities with the Broker of Record and designated County staff as necessary to ensure seamless delivery of services. Nothing in this contract shall supersede or diminish the authority or responsibilities of the County's Broker of Record.

*Response required

10.5. 5. Team Member Qualifications and Experience:*

The Proposer shall provide the qualifications and experience of the key team member(s) who will work on the project. Emphasis shall be placed on the specific qualifications and experience of the proposed key team members on projects of similar scope, size, and complexity, as evidenced by current resumes. Proposers shall also describe each key team member's experience working collaboratively with employee benefits brokers, including coordination of benefit administration, eligibility, compliance, implementation, reporting, and issue resolution in support of employer-sponsored benefit programs.

The proposed key team members shall possess the knowledge, expertise, and communication skills necessary to provide training to County staff on COBRA, Cal-COBRA, applicable federal and California laws and regulations, regulatory updates, compliance requirements, best practices, and other continuation coverage-

related topics. The successful Proposer shall be prepared to provide training on at least a semi-annual basis, with additional annual comprehensive training and refresher sessions, or more frequently as requested by the County to address significant legislative or regulatory changes.

Key team members are expected to be committed to the project for the duration of the contract. Replacement of key team members will not be permitted without prior consultation with and written approval of the County. Any proposed replacement shall possess qualifications and experience equal to or greater than those of the individual being replaced.

Please download the documents provided below, complete them as required, and upload the finalized versions as part of your submission.

Supply three (3) References from Government Agencies and/or organizations of similar size as Solano County for whom the Key Team Member has provided similar services during the last three (3) years.

THESE REFERENCES SHOULD BE FROM DIFFERENT ENTITIES AND NOT FROM SOLANO COUNTY.

- [Key Team Member Reference F...](#)

*Response required

10.6. 6. Staffing Plan and Operational Capacity:*

Proposer shall provide a monthly staffing plan identifying the positions and key personnel that will be assigned or available to perform the requested services, including an estimate of the total hours, where applicable, detailed by position. Proposer shall describe the roles and responsibilities of key team members and discuss their current and anticipated workload and capacity to perform the requested services in accordance with the proposed schedule and required service levels.

Proposer shall also describe its overall operational capacity to absorb the County's anticipated volume without adversely affecting service levels, including the approximate number and size of comparable clients currently served and the staffing and other resources available to support the County. The response should describe the Proposer's approach to maintaining adequate staffing, continuity of service, timely performance, and sufficient backup coverage throughout the contract term.

Proposer shall also discuss its approach for completing the requested services within the proposed budget and addressing fluctuations in workload or service demand.

*Response required

10.7. 7. Agency References:*

Provide five (5) references from California public agencies, governmental entities, or organizations of similar size and complexity to Solano County for whom the proposed key team member(s) have provided comparable COBRA administration services within the past ten (10) years. References shall include the organization name, primary contact, title, telephone number, email address, contract term, and a brief description of the services provided.

Please download the documents provided below, complete them as required, and upload the finalized versions as part of your submission.

THESE REFERENCES SHOULD BE FROM DIFFERENT ENTITIES AND NOT FROM SOLANO COUNTY.

- [Agency Reference Form - RFP...](#)

*Response required

10.8. 8. Detailed Documentation of Financial Resources:*

The Proposer shall provide the following documentation of sufficient financial strength and resources to provide the scope of services as required:

- A. The Proposer's most recent independent audited financial statements for a fiscal year ended within the last thirty-six (36) months.
- B. In lieu of audited financial statements, the County may accept, on a case-by-case basis,
 - a current written bank reference, in the form of a standard business letter, indicating that the Proposer's business relationship with the financial institution is in positive standing; **or**
 - Documentation disclosing the amount of cash flows from operating activities for the Proposer's most current operating period. Said documentation must indicate whether the cash flows are positive or negative, and, if the cash flows for the most recent operating period are negative, the documentation must include a detailed explanation of the factors contributing to the negative cash flows.

*Response required

10.9. 9. *Optional*** Additional Information:**

Please provide any additional or relevant information that you would like to have considered by the County of Solano.

10.10. 10. Non-Collusion Declaration:*
Non-Collusion Declaration

The undersigned declares: I am the authorized representative of the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed.

☐ Please confirm

*Response required

10.11. 11. Certification of Compliance:*

The proposer does hereby make certification and assurance of the Proposer's compliance with:

The laws of the County of Solano:

<http://www.codepublishing.com/CA/SolanoCounty/>

Title VI of the federal Civil Rights Act of 1964:

<https://www.justice.gov/crt/fcs/TitleVI-Overview>

Title IX of the federal Education Amendments Act of 1972:

<https://www.justice.gov/crt/title-ix-education-amendments-1972>

The Equal Employment Opportunity Act and the regulations issued thereunder by the federal government:

<https://www.justice.gov/jmd/hr-order-doj12001-part-4-equal-employment-opportunity>

The Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government:

<https://www.ada.gov/pubs/adastatute08.htm>

All contract employees performing services and/or work as a result of this solicitation must have documented legal authority to work in the United States of America,

The condition that the submitted proposal was independently arrived at, without collusion, under penalty of perjury; and,

The condition that no amount shall be paid directly or indirectly to an employee or official of the County of Solano as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the Procurement under this RFP for Comprehensive COBRA and CAL-COBRA Administration.

☐ Please confirm

*Response required

10.12. 12. Solano County Reservations:*
County of Solano Hereby Reserves the Following Rights:

The County of Solano reserves the right to make an award in whole or in part or any varying combination of the following requirements that will be in the best interest of the County, and not necessarily to the lowest Contractor. The intended award of Contract shall be made to the highest rated Proposer based on the evaluation Criteria stated within the RFP.

Right of Rejection

The County reserves the right to reject any and all proposals, or to cancel this RFP in part or in its entirety.

The County reserves the right to waive any variances in proposals provided such action is in the best interest of the County.

The County reserves the right to amend this RFP at any time. The County also reserves the right to cancel or reissue the RFP at its sole discretion.

Any proposal received which does not meet the stated pre-requisites of this RFP for Comprehensive COBRA and CAL-COBRA Administration, may be considered to be non-responsive, and may be rejected. The County may reject any proposal that does not comply with all of the terms, conditions, and performance requirements as stated within the RFP.

To cancel any award and re-solicit proposals for services herein specified due to the increased or added costs, if in its opinion increased prices are greater than those of the general market.

To cancel any award and re-solicit bids in the event services cannot commence with ten (10) days after the specified date for start of work.

To reject any and all proposals considered not to be in the best interest of the County.

To waive any and all minor irregularities in proposals.

To reduce or increase any specification, in whole or in part due to changes in budget allocations.

I declare under penalty of perjury under the laws of the State of California that I have read the above Reservations as stated by the County of Solano.

☐ Please confirm

*Response required

10.13. 13. Drug-Free Workplace Certification:*

The contractor or grant recipient named on this proposal hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).

2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:

- A. The dangers of drug abuse in the workplace
- B. The person's or organization's policy of maintaining a drug-free workplace
- C. Any available counseling, rehabilitation and employee assistance programs
- D. Penalties that may be imposed upon employees for drug abuse violations

3. Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:

- A. Will receive a copy of the company's drug-free policy statement
- B. Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant

CERTIFICATION

I, the official submitting this proposal, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this Certification, executed on the date of proposal submittal and in the County below, is made under penalty of perjury under the laws of the State of California.

☐ Please confirm

*Response required

10.14. 14. Declaration of Local Business:*

☐ Yes

☐ No

*Response required

When equals "Yes"

10.14.1. 14.1. Legal Name of Business:*

Enter Complete Details Below

*Response required

When equals "Yes"

10.14.2. 14.2. Physical address of principal place of business or satellite office with at least one employee:*

Enter Complete Address Below.

*Response required

When equals "Yes"

10.14.3. 14.3. Attach Current Business License Here:*

*Response required

When equals "Yes"

10.14.4. 14.4. I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct and that this declaration is executed by an authorized representative.*

☐ Please confirm

*Response required

10.15. 15. Disclosure of Criminal and Civil Proceedings:*

Describe all ongoing and past civil and criminal proceedings within the last ten (10) years. Indicate the status of current proceeding and the outcome of closed or completed actions. Also, describe, if any, how the outcome of actions impacted company business operations.

Note: if no civil and criminal proceedings within the last ten (10) years, indicate here.

*Response required

10.16. 16. Debarment Certification:*

By submitting a bid, offer, proposal, or quote to the County of Solano, and under penalty of perjury, I, the Proposer, hereby certify that the Prospective Contractor and its officers, directors, and employees:

- Are not currently suspended, debarred, or otherwise excluded from participation in any federally funded program;
- Have not been convicted of any offense related to the provision of federally funded goods or services, nor previously suspended, debarred, or declared ineligible for participation in such programs; and
- Are not aware of any ongoing investigations or circumstances that may result in suspension, debarment, or exclusion from participation in federally funded programs.

Prospective Contractors shall attach acceptable proof of non-debarment to this certification. Acceptable documentation includes, but is not limited to:

- A current SAM.gov "Active" registration status showing no exclusions;

- A printed SAM.gov "Entity Status" or "Exclusions" report; or
- A signed and dated organizational certification on company letterhead confirming non-debarment.

This representation shall remain in effect throughout the term of any contract awarded. If the Prospective Contractor becomes aware of any change in its debarment status at any time, it shall immediately notify the County in writing.

The Prospective Contractor authorizes the County to independently verify suspension and debarment status. False certifications may subject the certifier to criminal prosecution and administrative sanctions.

I certify that I am duly authorized to make this declaration on behalf of the company named above.

*Response required

10.17. 17. County Contract - Proposer accepts all terms and conditions without reservation or any qualifications?*

If the proposer makes no qualifications to the Standard Contract or any additional terms provided, including any additional attachments or exhibits, then it shall be deemed that the Proposer accepts all terms without reservation or any qualifications. Proposers shall include a statement of acknowledgment that the Proposer has reviewed the County of Solano Standard Contract, and any Special Terms provided and has accepted it with or without qualification.

☐ Yes

☐ No

*Response required

When equals "No"

10.17.1. 17.1. What qualifications (i.e., exceptions or conditions) are being requested by the Proposer?*

If the Proposer takes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract and provided here. The County is under no obligation to accept your qualifications; however, they will be reviewed on a case-by-case basis.

[Note: Scope of Work and Budget Detail and Payment Provisions and Special Terms and Conditions for the contract, will be finalized during the contract negotiation process.]

*Response required

10.18. 18. Signature Page: *

Please download the documents provided below, complete them as required, and upload the finalized versions as part of your submission.

- [Signature Page RFP-OG.pdf](#)

*Response required