

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8348

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NOTICE OF CONTRACT MODIFICATION-EXTENSION

1. DATE: July 9, 2018
2. COMMODITY NAME: Employee Benefits & Communications Consulting Services
3. CONTRACT NUMBER: 74-12smc
4. CONTRACT PERIOD: July 1, 2017 through June 30, 2018
Short-term extension: July 1, 2018 – August 31, 2018
5. RENEWAL OPTIONS: No remaining renewals on this contract
6. CONSULTANT: USI Insurance Services National, Inc. (purchased
FCG&PS VN: 650390 Wells Fargo Insurance Services USA Inc., Jan. 2018),
FIN# 56-1882208 *(Contact person: Claire Harlin as of 7/1/15)*
4840 Cox Road
Glen Allen, VA 23060
PH (804) 729-9831
Claire.harlin@usi.com
8. TERMS: Net 45 days
9. FOR FURTHER INFORMATION CONTACT: Susan R. Monaco, CPPO, CPPB
PH (540) 422-8348

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Firm use.
3. Inspection of services performed and approval of Consultant’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Consultant. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Renewals: As stated on the face of this notice, there are no remaining renewals on this contract.
6. Use of Contract by Other Political Jurisdictions: This clause is contained in RFP#74-12sm, which became the contract. This contract may therefore be extended to Northern Virginia, Metropolitan Washington Council of Governments jurisdictions and other jurisdictions and Political Subdivisions of the Commonwealth of Virginia with the authorization of the Consultant. FCG&PS acts only as the “Contracting Agent” for these jurisdictions and political subdivisions.
7. Modifications/Brief Extension: Mod. #3, 4/30/18, indicates the provision of Prescription Drug Management Consulting Services, only, during the timeframe of 7/1/18-6/30/19, to coincide with the rebidding of the existing Optum RX contract; Mod. #4, 7/9/18, provides a brief two-month extension from July 1, 2018 through August 31, 2018, at the current monthly contract rate of \$ 4,675, to continue services until a new Benefits Consulting contract is awarded, as proposals are still currently under evaluation.

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
Employee Benefits and Communications Consulting Services, RFP# 74-12sm
Proposed Fee Schedule

Note: Owner fiscal year is July 1 - June 30

Description of Services	FY 2014 - 2018 are optional years, based on mutually agreed-upon contract renewal					
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Fee for Health/RX Insurance Program RFP and related services, Scheduled for FY 2013 only at this time:	\$20,000					
Annual Consulting Services Inclusive of all elements in Scope of Work except RFP.	\$46,000	\$ 40,980 Mod#1 reduces this on FY14	\$ 50,400 Plus \$ 7,020 Dental RFP	\$7,200	\$54,000	\$56,100

Dental RFP
 stated for FY15

Hourly Rates for Additional Services

Senior Vice President:	\$375	\$375	\$390	\$400	\$415	\$425
Vice President:	\$350	\$350	\$370	\$380	\$395	\$405
Assistant Vice President:	\$300	\$300	\$325	\$335	\$345	\$355
Benefit Account Executive/Manager:	\$225	\$225	\$240	\$250	\$260	\$265
Actuary:	\$300	\$300	\$325	\$335	\$345	\$355
Consultant:	\$95-\$200	\$95-\$200	\$100-\$210	\$105-\$215	\$110-\$220	\$115-\$225

Note: If Consumer Price Index exceeds 3.5%, then our fees and hourly rates in years 3-6 will be adjusted by the percentage amount to reflect any increase above 3.5% in the CPI.

COMPLETE AND RETURN THIS PROPOSAL FEE SCHEDULE WITH PROPOSAL RESPONSE