



**LUZERNE COUNTY COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
THIRD PARTY ADMINISTRATION OF MEDICAL INSURANCE**

**Section I. INTRODUCTION**

Luzerne County Community College is seeking proposals from qualified Companies to provide Third Party Administration of Medical Insurance, which may include a no fee consortium model utilizing the College's current benefit structure. This document is a Request for Proposal (RFP) for the services described below and does not obligate LCCC to accept responses from eligible Companies. The RFP establishes minimum requirements a Company must meet in order to be eligible for consideration as well as information to be included in the Company's proposal.

Carefully examine the specifications, conditions and limitations. The selection of the successful Company will be made based on LCCC's evaluation and determination of the relative ability of each Company to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company History and Organization
- 2 Cost Proposal and Invoicing
- 3 Insurance
- 4 References

LCCC is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the Companies must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

For a complete copy of LCCC's Title IX Policy and LCCC's Nondiscrimination Policy, please go to <https://www.luzerne.edu/about/titleix.jsp>

**Section II. SUBMISSION OF PROPOSALS**

Responses to this RFP are due by Noon on May 27, 2025. Late submittals will be rejected. All proposals are to be sealed and addressed to:

Luzerne County Community College  
Purchasing Director, Mr. Len Olzinski  
521 Trailblazer Drive  
Nanticoke, PA 18634  
Phone 570-740-0370  
Email [lolzinski@luzerne.edu](mailto:lolzinski@luzerne.edu)

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP may be addressed to Erin Herman, VP of Finance at 570-740-0367 or [eherman@luzerne.edu](mailto:eherman@luzerne.edu)

**Section III. CONTRACT TERM**

The initial term of agreement shall be for a (3) year period commencing on July 1, 2025 and continue through June 30, 2028. An option, upon satisfactory performance and mutual agreement, to renew for a period of two (2) additional years to June 30, 2030 is also included. At any time during the term (initial or renewal), either party may terminate the agreement with thirty (30) days written notice to the other.

## **Section IV. SCOPE OF SERVICES**

Luzerne County Community College offers a variety of benefits to its employees which include self-funded medical and fully insured dental and vision plans. The College seeks the professional services of a third party administrator which will assist the College in the administration of the plans including but not limited to plan design, underwriting, enrollment, claims administration, stop-loss coverage, state and federal legal compliance, etc. The responsibilities of the third party administrator will be to: assist the College in obtaining the most competitive pricing/rates in the provision of these benefits ; provide the College with analysis of costs, premium, and COBRA calculations; provide discount arrangements by network prior to the award of the contract; facilitate the preparation and completion of plan documents and summary plan descriptions; assist in the resolution of claims and administrative issues; provide signature ready Health & Welfare 5500 Form and other related tax filings and documents.

## **V. INSTRUCTIONS**

Responding Companies must address the following subjects in their proposal:

### **1. Company History and Organization**

Provide a brief company history. Explain ownership and include brief biographical information regarding the personnel who would be directly responsible for the service.

### **2. Cost Proposal and Invoicing**

Provide a fee per enrolled employee per month as described in Section IV. Describe any value added services that will be included at no additional charge.

If the proposal should reflect the no-fee consortium model, include a detailed explanation of how participation in the consortium will reduce administrative costs or generate cost savings for the College. Any assumptions or expectations associated with the consortium model should be outlined.

### **3. Insurance**

The successful bidder shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance in the amount of \$1,000,000 listing the College as additional insured
- Automobile Liability

Include a copy of Certificate of Insurance including limits with the response.

### **4. References**

Provide at least three (3) client references whose facilities are comparable in size and profile to Luzerne County Community College. Include company name, address, contact person, contact number and e-mail address.

Luzerne County Community College would like thank you in advance for your interest in participating in this request for proposal. If for some reason you are unable to submit a proposal to the College, please let us know the reason why so you will remain on our active bidders list for the future.

Fax to 570-740-0525.

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You can also e-mail your reason for non-participation to [lolzinski@luzerne.edu](mailto:lolzinski@luzerne.edu) so that we can keep it in our file.

**Subject: PA Act 153 - Background Clearance Requirement**

Act 153 – The Pennsylvania state legislature sought to strengthen protections for children in the PA Child Protective Services Law. The law went into effect on December 31, 2014 and now requires colleges and universities to obtain background clearances for any individual having routine interaction with children at the college or in a college-sponsored program, activity, or service. This requirement applies to college employees, volunteers, independent contractors, and students. This law requires mandatory reporting of suspected child abuse directly to the PA Department of Human Resources.

All Contractors will be required to obtain the three (3) mandatory background clearances: 1) PA Criminal Background, 2) PA Child Abuse History, and 3) FBI Cogent Clearance Fingerprinting.

These clearances must be provided for all contractor representatives/employees who will be on the campus of Luzerne County Community College to perform the work awarded. If you are unable obtain these state required background checks, you will be ineligible to perform work at the

College.

Below are the following required clearances and instructions to obtain them.

1. **Act 34 - PA Criminal Background** (On-line)

Results are usually instantaneous. Make sure you hit “yes” to get a copy.

Provide copy to the Human Resources Office

<https://epatch.state.pa.us/>

Cost \$22

2. **Act 151 - PA Child Abuse History** (On-line)

Results are mailed or can be viewed and printed at the website.

Provide the original clearance document to the Human Resources Office.

**Attached for your reference is a file which contains directions on navigating through the website.**

Google Chrome - <https://www.compass.state.pa.us/cwis>

Cost \$8

3. **Act 114 - FBI Fingerprinting** - IdentGO (On-line)

Register on-line by selecting Digital Fingerprinting. Enter the Service Code 1KG756. Submit your registration number to the Human Resources Office.

<https://www.identogo.com/locations/pennsylvania>

Estimated cost - \$22.60