

REQUEST FOR PROPOSAL NO. 13-123		
<b>ARKANSAS TECH UNIVERSITY</b> Purchasing Department Young Building East End 203 West O Street Russellville, AR 72801-2222	<b>RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE RFQ NUMBER, OPENING DATE AND TIME SHOWN ON THE OUTSIDE OF THE ENVELOPE.</b>  <b><i>FAXED RESPONSES WILL NOT BE ACCEPTED.</i></b>	
<b>RESPONSE DUE BY:</b>	<b>August 13, 2013</b>	<b>TIME: 4:00 p.m.</b>
<b>ALL VENDORS</b>	For additional information, contact Jessica Holloway, Purchasing Program Director.  Tel: 479-968-0269 Fax: 479-968-0633 <a href="mailto:jholloway@atu.edu">jholloway@atu.edu</a>	
<p>ALL Respondents will be <b>required</b> to complete the following forms:</p> <p>Contract and Grant Disclosure and Certification Form  EEO Policy Letter  Illegal Immigrant Certification Form</p> <p>Forms are available on our web site. <a href="http://www.atu.edu/purchasing">www.atu.edu/purchasing</a></p> <p>Failure to provide the completed forms may result in rejection of response.</p>		
DESCRIPTION		
<p><b><u>Scope:</u></b>  Arkansas Tech University is requesting sealed proposals for a <b>Health Insurance Advisor to assist the University in interpreting and implementing the Patient Protection &amp; Affordable Care Act and other issues.</b> Contract term will be October 15, 2013 through June 30, 2014, with an option to renew on an annual basis for a maximum of six (6) additional terms.</p> <p>Written responses will be considered if received by <b>4:00 p.m. August 13, 2013.</b></p> <p><b>Written responses shall include:</b></p> <ol style="list-style-type: none"> <li>1) Current office size, personnel description, workload and all outside consultants to be used</li> <li>2) List all other corporate names or individual names under which the firm or individual is currently doing business within the State of Arkansas</li> <li>3) Projects currently under contract with State Agencies or Educational Facilities</li> <li>4) Similar project experience</li> <li>5) Submit proof of <b>current</b> Arkansas license</li> <li>6) Submit proof of <b>current</b> professional liability insurance coverage</li> <li>7) Submit three (3) references with contact name and telephone number</li> <li>8) Sample contract and/or agreement</li> <li>9) Price proposal, including method of determining subsequent price increases</li> </ol> <p><b>COST PROPOSAL MUST BE INCLUDED WITH PROPOSAL, BUT IN A SEPARATE, SEALED ENVELOPE.</b> The firm's qualifications will be evaluated prior to the cost proposal contents being reviewed.</p> <p>Respondent is responsible for checking the web site for any addenda. <a href="http://www.atu.edu/purchasing">www.atu.edu/purchasing</a></p>		

**Award:**

The University reserves the right to negotiate with the firm selected for best and final offer.

Award will be made in the best interest of the University; however, the University reserves the right to not award any contract pursuant to this RFP.

Proposals that are substantially incomplete or lack key information will be rejected.

**Notification**

All bidders will be notified in writing of the company selected. All materials and documentation submitted to the University in response to this RFP shall belong to the University exclusively. Proprietary information shall not be subject to public disclosure.

**Cancellation**

The University reserves the right to cancel any resulting contract, in part or in whole, without penalty upon 30 days written notice to the Contractor. Any cancellation shall not relieve the Contractor of the obligation to perform on all outstanding accounts placed prior to the effective date of cancellation.

ATU reserves the right to terminate any resultant contract at any time if the auditor's opinion is other than qualified.

**Funding Out Clause:**

Following is the Arkansas Office of State Procurement's policy for multiple year contracts:

"In the event that the anticipated term of this contract extends beyond the current biennial period (7-1-01 thru 6-30-03), the contract will be terminable on the part of the University without cause at the end of the current biennial period. However, the University may agree to continue the contract, but in no case will any renewal, automatic or otherwise, cause the contract to continue beyond a biennial period for which the contract is renewed.

Any services or products on contract accepted by the University must be paid but does not obligate the University to continue the contract beyond the end of a biennial period."

**Proposal Submission**

Vendors interested in submitting proposals must submit all documentation by 4:00 p.m. CDT, Tuesday, August 13, 2013. Send one (1) original and four (4) copies to:

Jessica Holloway – RFP 13-123  
Purchasing Department  
Arkansas Tech University  
203 West O Street  
Russellville, AR 72801-2222

Authorized representative of the Bidder must sign the proposals in ink. Failure to do so will result in rejection of bid.

Mark proposals with "RFP 13-123" on the outside of the envelope.