

ATTACHMENT 8

TECHNICAL PROPOSAL

Technical Proposal Submission

Each Technical Proposal shall be presented in the following order and reference the specific categories (A-H below):

A. Firm Experience

Submit three examples, of projects completed within the last 5 years, of the proposed firm's experience in providing OCIP program design, marketing, administrative, and safety and loss control services for other governmental client projects similar to the project outlined in Attachment 13- Description of Construction Projects. A relevant example will include at minimum:

- a. Information for each example must include, at a minimum, type of project, construction value, list of services provided, and length of construction.
- b. Highlight your involvement with OCIP insurance programs for governmental entities by providing specific examples of past OCIP's similar to this OCIP.
- c. A reference for each of the three examples listed under A. Firm Experience.
 - i. References must be listed on Attachment 15 Proposer's Firm and Team References and Resumes (including all required information and/or documentation).
 - ii. References will be contacted within three business days of the Response Due Date. Only two contact attempts will be made.
 - iii. If reference cannot be reached by the Evaluation of Proposals date listed within the RFP Key Action Dates/Times then score for that reference will be zero.

B. Individual Experience and Qualifications of Proposed Team Members

For each individual listed on the organizational chart as described in Mandatory Minimum Requirements for Proposers, a current and complete resume must be provided. Missing resumes of any proposed team members listed within the organizational chart will cause the proposal to be rejected as non-responsive and will not be scored. The information should be structured to emphasize the relevant qualifications and experience of each team member including all personnel your firm identified in section Mandatory Minimum Requirements for Proposers. Each team member must have at least three (3) years of OCIP experience unless otherwise

addressed in Attachment 8 -Technical Proposal. This should include, at a minimum, the following information:

- a. Number of years with the firm.
- b. Office location.
- c. Number of years' experience working with OCIP insurance programs.
- d. Details regarding prior OCIP insurance experience by providing at least two prior OCIP insurance examples of projects completed within the last five years. Highlight their role in each OCIP example. Include the dates for the duration that the individual worked on each OCIP example.
- e. A detailed description of their proposed role and duties for this JCC program.
- f. A relevant client reference for Account Manager having day-to-day program management responsibility for administration of the OCIP including a contact name, phone number and email address. Reference must be for course and scope of work similar to Attachment 13-Project Description and must describe the work performed for reference.
 - i. References will be contacted within three business days of the Response Due Date. Only two contact attempts will be made.
 - ii. If reference cannot be reached by the Evaluation of Proposals date listed within the RFP Key Action Dates/Times then score for that reference will be zero.
- g. A relevant client reference for the person your firm identified in section B. Proposed Team, item b), a. including a contact name, phone number and email address. Reference must be for course and scope of work similar to Attachment 13-Project Description and must describe the work performed for reference.
 - i. Only two contact attempts will be made.
 - ii. If reference cannot be reached by 5pm the business day before the Evaluation of Proposals date listed within the RFP Key Action Dates/Times, then the score for that reference will be zero.
- h. Substitution of a key team member will not be allowed without prior written approval from JCC.

C. Scope of Work Overview

Specific to the JCC's program as described in Section 2.2 through 2.4.5.6 – Description of Service, provide specific details regarding your performance of the work required by Section 8.0 – Proposal Contents. This section should be organized as follows:

- a. Marketing
- b. Administration Services.

- c. Claims Management Services.

D. Safety and Loss Control

Describe your philosophy and approach to implement and administer the safety and loss control management program specific to the proposed project identified in **Attachment 13-Project Description**. The description shall include at a minimum:

- a. Provide your firm's approach to allocating on-site safety and loss control professionals having day-to-day safety responsibilities to ensure services described in Section 2.4.3 of this RFP are being implemented and administered appropriately and effectively.
- b. Please disclose all personnel who will have day-to-day responsibility for servicing the OCIP. Include resume of the on-site safety and loss control professional's experience and professional qualifications. On-site professional must have a minimum of ten (10) years relevant heavy-commercial construction loss control work experience working on projects similar in size and type as the Projects. At a minimum, the on-site safety professional must have the OSHA 30 and CHST certifications.
- c. Describe any related training that will be provided to employees of enrolled contractors and to any employees of the State.
- d. Identify the lead/oversight personnel responsible for the onsite safety professional at each project location and provide their resume(s) detailing at a minimum 10 years of experience in OCIP safety oversight.

E. Management Information Systems

Describe the capabilities of your management information system to be utilized for the project identified in **Attachment 13-Project Description**. Provide detail with regard to the exact types of information your system(s) can track. The description shall include at a minimum:

- a. Details regarding the online capabilities of your system(s) contractor enrollment process.
- b. Provide three examples of standard reports that have been utilized on previous OCIP(s) including details on what the reports are capturing.
- c. Provide what sets your firm's system apart from the competitors.

F. Quantification of OCIP Savings

The JCC will ask contractors to bid without the cost of their insurance when bidding on this project. Describe in detail how your firm would capture the savings resulting from the use of an OCIP. Include examples of insurance

manual language, contractor enrollment forms, and savings reports as part of your response to your firm's approach.

G. OCIP Challenges

Provide a specific description of any potential problems that you would anticipate encountering during the term of the program. Indicate how your firm will overcome these challenges, and the proposed solutions to those problems. At a minimum, identify challenges that you would foresee in the following categories:

- a. Marketing
- b. Administration Services.
- c. Safety and Loss Control
- d. Claims Management Services.

H. OCIP Implementation Plan and Timeline

Provide a plan and timeline schedule for the design, implementation and ongoing management of the OCIP. The plan and timeline schedule should begin with the date of notification of award per RFP KEY ACTION DATES/TIMES listed within this RFP. At a minimum, include the following information:

- a. A list of the required tasks including start and completion dates along with the responsible team member(s).
- b. A description of any deliverable(s) to be provided with each task.
- c. Details regarding your firm's approach to manage, control, and/or supervise the work plan to ensure satisfactory implementation and completion.