

REQUEST FOR PROPOSAL

CITY OF ST. LOUIS

December 11, 2013

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1

Introduction and Proposal Requirements

Introduction

Mercer, on behalf of City of St. Louis (City), is soliciting proposals from qualified organizations to provide a full array of wellness services to its employees with an effective date of February 1, 2014. Currently, the City of St. Louis offers a wellness program which has been administered by BJC Healthcare in St. Louis, Missouri, since 2005.

The City of St. Louis has engaged Mercer to assist in selecting one Bidder who can deliver all of the services requested in this request for proposal (RFP). Those services are:

- A paper Health Assessment; results are mailed to the employee's home
- Onsite biometrics with counseling session to go over results
- Full-time onsite coordinator (40 hour position) at 1114 Market St., St. Louis, MO 63101
 - Onsite coordinator is responsible for coordinating and scheduling various programs, conducting blood pressure screenings, coordinating all aspects of the health fair, tracking employee participation in onsite programs and participation waivers, leading a group of wellness champions and providing services to the City employees.
- Onsite nutrition / weight challenge program
- Onsite exercise challenge program
- Onsite yoga services
- Onsite low impact aerobics
- Onsite zumba classes
- Tobacco cessation programs including an onsite program
- Diabetes at Work program; desire to have contract with the American Diabetes Association
- Onsite mammogram screenings
- Onsite flu shots
- Write and produce a monthly Bee-Fit Newsletter
- Conduct a Bee-Fit annual survey; Aggregate reporting of survey

About the Client's Wellness Efforts

All employees are eligible to participate in the City's wellness program, Bee-Fit Wellness. The City has approximately 4700 employees at various locations throughout the City and will integrate the St. Louis Police Department into various programs. The Police Department has approximately 1700 employees (500 civilians and 1200 uniformed officers).

The City currently allows three (3) personal hours a week for employees to use to participate in Bee-Fit offered onsite programs in accordance with Administrative Regulation 148, which can be found in the appendix. Other incentives include item giveaways for participation. For example, t-shirts, jackets, pants, exercise equipment. In addition, employees participating in the 2013 health screening, consisting of a biometric screening received an iPod Nano. These incentives are funded by the City.

Participation in The City's current programs is as follows:

- Health Screening (consisting of biometrics) - approximately 1,800; 40% participation. City would like to include a Health Assessment in future Health Screenings.
- Flu Shots – 1365 in 2013 at 20 sites
- Onsite weight management challenge – 500 registered/270 completed challenge
- Onsite exercise challenges – Three separate challenges – 193 registered/46 completed; 352 registered/244 completed; 300 registered/250 completed
- Onsite exercise programs – Aerobics – 2 classes per week/8 per class; yoga – 4 classes per week/10 per class; zumba – 2 classes per week/24 per class; floor exercise – 1 class per week/20 per class.
- Onsite diabetes program – 2 classes – Spring and Fall – 30 completed program
- Onsite mammograms – 4 different dates – 119 screened in 2013
- Blood Pressure Clinics – 11 sites – average 175 screened per month
- Nutrition classes – 3 classes at 3 sites – 31 completed class
- Smoking Cessation – 2 classes – 15 completed class
- Health Fair – includes approximately 25 vendors – 300 employees attended
- Lunch and Learn programs – 2 events – 110 attended

Client Objectives

The City wishes to identify a business partner that will help it meet its objectives in providing a high-quality, cost-effective wellness program to its employees. The ideal relationship will meet the following needs:

- Ability to offer current provided or coordinated services;
- Superior service to City employees and St. Louis personnel overseeing the program;
- Increase access to a quality-focused and cost-effective programs;
- Accurate and timely program administration;
- Performance guarantees consistent with industry standards;
- Onsite wellness program coordinator that is proactive and responsive in its program management;

- Offer health screenings to all interested employees with counseling;
- Ability to inform and motivate employees to adopt healthier lifestyles;
- Reliable, meaningful data and reporting from which to make decisions regarding program management;
- Ultimately reduce health care costs to the City of St. Louis; and
- Paper Health Assessment tool

Client Evaluation Criteria

Key bidder selection criteria for the successful wellness partner include:

- Complete responses to all response items;
- Ability to meet bidder requirements outlined in Section 2;
- Experience in providing these services to other clients;
- Commitment of the organization in corporate wellness;
- Qualifications and experience of individual(s) to be assigned to this project;
- The degree to which the proposal addresses the proposal requirements;
- Quality of oral presentation, if any;
- Proximity of the firm to the City;
- M/WBE and/or DBE participation;
- Ability of the firm to meet statutory or ordinance requirements;
- Compliance with executing contract/policy before the effective date of coverage;
- Demonstrated ability to install the programs efficiently and effectively;
- Ability to coordinate services/programs to the City of St. Louis and / or its employees;
- Clear, concise communication capabilities, including material and information to assist members understanding of program benefits, how best to optimize the programs available, timeliness and quality of the Bee-Fit newsletter, and the ability to administer a well devised survey;
- Specialized experience, qualification and technical competence of the firm, its principals, project manager and key staff;
- Ability of the firm to provide innovative solutions
- Approach to the project and any unusual problems anticipated;
- The capacity and capability of the firm to perform the work within the time limitations;
- Past record and performance of the firm with respect to schedule compliance, cost control, and quality of work;
- Fees or fee structure as may be appropriate for the designated service;
- Availability of financial and operating resources as required to complete the work;

- Other items that arise as the result of the proposal or interview

Key Information

- The effective date of the program is February 1, 2014.
- Bidder is expected to comply with the issues addressed in this RFP.
- Following a review, an officer of bidder must sign as indicated on page 14 and page 20.
- The City will want to execute a contract with chosen bidder; prior to the effective date.

Timetable and Bid Process

1. The electronic submission of bidder's proposal for the financial response must be completed in Excel in the format as instructed in Appendix A.
2. At the time of contract award, the bidder selected must provide:
 - a) Proof that it is current with respect to all applicable State and City taxes and licenses;
 - b) Tax identification number.

Please reference the table below for key dates. In order to streamline the RFP process, bidders are to direct all questions regarding data and the RFP as early as possible in the RFP process to Cheryl McGaully at Mercer via e-mail. All questions must be submitted no later than noon, on December 30, 2013. A list of all entities requesting a copy of this Request for Proposal shall be maintained. All questions and responses to questions received by December 30, 2013, shall be made available to all bidders requesting a copy of the RFP.

Proposals will be reviewed by a selection committee. The selection committee is comprised of one representative appointed by the Mayor, one representative appointed by the Comptroller, one member appointed by the President of the Board of Alderman, the Director of Personnel or his/her designee and one member of the staff of the Department of Personnel. A Bidder recommendation will be submitted to the Director of Personnel and a decision reached in January for an effective date of February 1, 2014.

Cheryl McGaully is the designated contact person from Mercer Health & Benefits. No other contact with any Committee member, City official, staff, or employee is permitted before completion of the RFP process except by invitation to do so. Unauthorized contact regarding this RFP may result in disqualification or rejection of a proposal. All communications and questions that arise concerning this RFP should be in written form, citing the specific RFP paragraph or issues in question, and received via e-mail by the Mercer contact below. Please reference timetable on page 5 for applicable dates.

Attention: Cheryl McGaully
Phone 314 588 2545
E-mail: cheryl.mcgauly@mercercor.com

Timetable

Task	Completion Date
Request For Proposal Released	December 11, 2013
Submit Intent to Bid to Mercer	December 18, 2013
Bidder Questions Due to Mercer	December 30, 2013
Mercer Q&A response to Bidders	January 3, 2014
Proposal Due Date	January 6, 2014 (4:00 p.m. CST)
Final Bidder Decision	January 21, 2014
Effective Date	February 1, 2014
Final Executed Bidder Contract Due to City	February 1, 2014

3. All documents must clearly indicate the name of the responding bidder, as well as the name, address, and telephone number of the primary contact at bidder for this proposal. All rate proposals require the confirming signature of an officer of bidder. Please add signature information to Financial Bid form.
4. Responses to this RFP must not be conditional, incomplete, or contain any alterations from the format provided. Please state any assumptions clearly and directly.
5. If a party intends to respond to this RFP, the party should submit written notice of such intent, using the provided Intent to Respond Form via FAX or e-mail, to Mercer Health & Benefits (see Appendix).
6. Submitted proposals must include a cover letter signed by a person authorized to contractually obligate the bidder(s) to the scope, terms, specifications, and pricing contained in the proposal, and must include a signed statement that all proposals, including price are firm for not less than one hundred and eighty (180) days from the proposal submission date.
7. As part of the proposals, bidders should confirm in writing that the proposal is consistent with the requirements outlined herein and clearly defines any and all programs. Proposals must be presented in the format of the bid forms included in this RFP. All questions must be answered and all instructions must be followed. All proposals must be submitted by the deadline in their entirety.
8. Sealed proposals, as well as the required electronic (via e-mail) copies of the RFP Response Documents and required attachments for providing the services described herein must be received no later than 4:00 PM CST on January 6, 2014 and in accordance with the instructions delineated in this RFP. Proposals received after that date and time will be rejected and bidders notified.
9. Each bidder(s) must prepare, seal, and submit one (1) original plus 7 paper copies and an electronic copy (via e-mail) of the required proposal documents by the due date and time in a sealed envelope(s) or mailing container(s) to the contacts listed below.

The original and 7 hard copies (total of 8) should be delivered to :

City of St. Louis
Personnel Department
Employee Benefits Section
1114 Market Street, Suite 900
St. Louis, MO 63101

The exterior of the sealed envelope(s) or mailing container must be marked:

City of St. Louis
Proposal Wellness Bidder

An electronic copy of bidder's proposal must be e-mailed to the Personnel Department at toalk@stlouis-mo.gov no later than 4:00 p.m. CST on January 6, 2014 in order to be considered.

Two (2) hard copies should be mailed or delivered to:

Mercer Health & Benefits
Attn: Cheryl McGauly
701 Market Street, Suite 1100
St. Louis, MO 63101

An electronic copy of bidder's proposal must be e-mailed to Cheryl McGauly at Mercer, cheryl.mcgauly@mercer.com no later than 4:00 p.m. CST on January 6, 2014 in order to be considered.

The City shall maintain a list of all entities requesting copies of the RFP and shall make available all questions and responses to each entity requesting a copy of the RFP.

10. The City of St. Louis reserves the following rights, which may be exercised at City of St. Louis' sole discretion:
- To supplement, amend, substitute or otherwise modify this RFP at any time
 - To cancel this RFP with or without substitution of another RFP
 - To waive any defect or irregularity in any proposal received
 - To accept any and all proposals submitted
 - To reject any or all proposals submitted
 - To enter into any agreement(s) deemed by City of St. Louis to be in the best interest of City of St. Louis and its employees with one or more responding bidders
11. Please be advised that by submitting a proposal, each bidder(s) agrees never to claim or file a cause of action or otherwise assert that the City of St. Louis, Agents of Record, employees, officials, and/or legal representatives are responsible or liable in any manner or under any theory of liability for any risks, costs, or expenses incurred by the bidder(s) in connection with this RFP or any proposal submitted, and that this RFP in no way obligates City of St. Louis to award a contract to any bidder(s). If the RFP includes any estimation of

volumes or requirements, the City of St. Louis reserves the right to modify any estimated requirements prior to signing an agreement with the selected bidder(s).

12. No bidder(s) shall have a claim against the City of St. Louis, its Agents of Record, employees, officials, and/or legal representatives in the event that any estimated requirements are modified for whatever reason. All proposals and any other materials submitted in response to this RFP will become the property of the City of St. Louis and be retained by Mercer and the City of St. Louis.
13. Bidders must submit a complete proposal covering all requirements identified in this RFP package in order to be considered. Proposals submitted must be the original work product of the bidder. Bidder(s) may only submit proposals for services requested in this RFP. Should bidder desire to submit quotes for additional services, these must be separate and not part of the pricing for the requested services; e.g. contingent on required services.
14. Proposals should clearly indicate the services that are being proposed and complete the Response Document in compliance with the RFP instructions.
15. Proposals may be withdrawn prior to the proposal submission date in writing by the bidder or its authorized representative, provided its identity is disclosed on the envelope containing the proposal and such person signs a receipt for the proposal.
16. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the City of St. Louis. There is no expressed or implied obligation or responsibility for the City of St. Louis to reimburse any bidder for any expenses incurred in preparing a proposal in response to this RFP.
17. All proposals must be submitted in accordance with this RFP. Proposals submitted not in accordance with the RFP's instructions may be rejected. Failure to comply with the specifications and requirements of this RFP will be cause for rejection of a proposal.
18. The City of St. Louis reserves the right to cancel this RFP, the right to accept any proposal, and to reject any or all proposals and to waive informalities and minor irregularities in proposals received. The City of St. Louis, in its sole discretion, will determine whether an irregularity is minor.
19. All proposals shall be deemed final, conclusive, and irrevocable and no proposal shall be subject to correction or amendment for any error or miscalculation. No proposal shall be withdrawn after the scheduled deadline for submission of proposals.
20. The bidder is responsible for its own verification of all information provided to it. The bidder must satisfy itself, upon examination of this RFP, as to the intent of the specifications.
21. No oral interpretation will be made to any bidder as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the City of St. Louis.
22. The City of St. Louis may accept and award a contract as to one part, aspect or phase, or any combination thereof, of any proposal unless the bidder specifically qualifies its proposal by stating that the proposal must be accepted as a whole, and any contract awarded as to the entire proposal.
23. The City of St. Louis may, at its option, conduct finalist interviews with bidders after receipt of proposals.

24. The City of St. Louis reserves the right to negotiate final contract terms with any bidder.
25. The bidder shall not, subject to immediate disqualification of the proposal, offer or give any gratuities, favors or anything of monetary value to a member, administrator, officer, employee, representative or agent of the City of St. Louis, member of the selection committee or Mercer representative for the purpose of influencing favorable disposition toward a submitted proposal or for any reason while a proposal is pending or during the evaluation process.
26. No bidder shall engage in any activity or practice, by itself or with other companies, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the bidder's proposal.
27. It is the intent of the City of St. Louis that the final agreement shall consist of an agreed upon contract format, this RFP, plus any addenda, and the proposal accepted. In the event of a conflict between the proposal and the RFP, the City of St. Louis shall resolve any inconsistency.
28. In the event the agreement awarded by the City of St. Louis is terminated for any reason within 120 days of the due date for proposals, the City of St. Louis reserves the right to negotiate and accept any other submitted proposal. Any implementation costs are the sole responsibility of the bidder and the City shall be indemnified of these costs should the contract be terminated.
29. Award of Contract will be made by the City of St. Louis, and the agreement will be entered into with the City of St. Louis. The City of St. Louis reserves the right to split a contract award, and to award multiple contracts.
30. All qualified proposals will be evaluated and finalists will be selected based on the evaluation criteria noted herein.
31. The City of St. Louis does not discriminate on the basis of race, color, national origin, ancestry, age (40 years and older), disability, religion, sex, sexual orientation, gender identity or expression, marital status, genetic information, in admission or access to, or treatment or employment in, its programs and activities.
32. Bidder(s) response to RFP documentation and questionnaire will be included as part of any final award of contract. Reliance by the City of St. Louis on information contained in bidder's response to the RFP shall be used to support and/or resolve any disputes in contract interpretation.
33. Bidder(s) shall be required to comply with all ordinances of the City of St. Louis including Ordinance No. 65597, the St. Louis Living Wage Ordinance. This Ordinance can be found on the City's website at <http://stlouis.missouri.org>. The Mayor of the City of St. Louis has issued Executive Order #28 regarding Minority and Women Business Enterprises included as Appendix H. Proposals should discuss how bidder will comply with the provisions of said order.
34. The selected bidder shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein. By responding to this RFP, you are stating that you are familiar with all federal, state, and local laws, ordinances, codes, rules, and regulations that may in any way affect the services and products to be provided.

35. The bidder agrees to keep the information provided herein confidential. This requirement applies whether or not the recipient of the RFP package agrees to bid. Other than reports submitted to either the City or Mercer, the recipient/bidder agrees not to publish or reproduce or in any other way divulge such information in whole or part, in any manner of form, or authorize or permit others to do so.
36. The City of St. Louis is not subject to the Employee Retirement Income Security Act of 1974 (ERISA).
37. Bidder must provide monthly reports of participation in all services and programs.
38. Bidder must meet with City and the City's wellness representatives quarterly to discuss reports and other wellness related needs of the City.
39. As a condition for the award of a contract from this RFP, the bidder shall, pursuant to the provisions of Sections 285.525 through 285.555 of the Revised Statutes of Missouri, as, by sworn affidavit (attached hereto as Appendix C) and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this contract. The bidder shall also complete and submit an affidavit (attached hereto as Appendix C) affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contract pursuant to the above stated statutes.

Qualifications of Bidders

1. The bidder must have experience in the administration of the proposed contract for accounts of similar size and complexity.
2. The bidder must have the appropriate licensure or authority to do business in the State of Missouri. The bidder must be current in all taxes and payments **prior to execution of an agreement**. City license information can be found on the City's website at <http://stlouis.missouri.org>.
3. By submitting a Proposal, the bidder certifies that is not currently debarred from submitting proposals for contracts with any political subdivision or agency of the State of Missouri, and it is not an agent or a person or entity that is currently debarred from submitting proposals for contracts issued by a political subdivision or agent of the State of Missouri.
4. Contract must be executed no later than the effective date of coverage.
5. The bidder must, in advance of the selection date, have the manpower and equipment necessary to render the program fully operational on the effective date of coverage.
6. The bidder must be financially stable and solvent satisfactory to the City of St. Louis.
7. The bidder must permit the City of St. Louis representatives access to visit the operation or local service office prior to contract award, if so desired by the City of St. Louis.
8. The bidder must be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
9. Consideration will be given to those companies that provide a multi-year rate guarantee.
10. The bidder must be an equal opportunity employer.

11. The bidder must print and distribute material and provide updated material when necessary at their expense.

2

Bidder Requirements

This section is a request for confirmation of the bidder’s willingness and ability to meet specific City standards and conditions. If your answer is “*agree without deviations*,” you, the bidder, acknowledge your willingness to incorporate the standard, as worded in the confirmation, into the final contract between you and the City. If your answer is “*agree with deviations*,” provide a brief explanation of how your bidding plan deviates from the standard. If acceptable to the City, the modified standard will be incorporated into the final agreement. If your answer is “*no*,” this standard will not be incorporated into the final agreement. Provide a brief explanation of the bidder’s evidence to support the requirement. Additionally, provide a brief explanation as to why you, as the bidder, cannot or will not accommodate the requirement.

Please confirm that:

Requirement	A = agree D = agree with deviations N = no	Provide evidence/supporting documentation
1. Bidder must be able to provide an onsite wellness representative, working 40 hours per week, to work with the City of St. Louis employees and personnel; and to coordinate all aspects of the wellness program. Bidder must manage all aspects of program registration, participation/tracking, and implementation of any services/programs.		
2. If another business partner/sub-contractor provides support services as part of this RFP, provide a concise description in the evidence column of those business partners/sub-contractors that may be providing support services.		
3. Bidder must be able to design, provide wellness articles and produce a monthly wellness newsletter for distribution to all employees.		
4. Onsite wellness coordinator will have a minimum of three years’ experience in related field of health management programs for employers with more than 4,000 eligible employees and have no less than two years employment with the vendor’s organization.		

<p>5. Bidder must be able to provide a comprehensive program reporting package that meets the following specifications:</p> <ul style="list-style-type: none"> a. Participation retention and program completion rates b. Baseline stages of change and subsequent change c. Participant satisfaction 		
<p>Requirement</p>	<p>A = agree D = agree with deviations N = no</p>	<p>Provide evidence/supporting documentation</p>
<p>6. Ability to act as an administrator to support formal trainings and information sharing for the City wellness champions. Describe another client example in details.</p>		
<p>7. Track and report results for each program component on an individual intervention and aggregate program basis.</p>		
<p>8. We will offer a key personnel clause, which requires a minimum of 30 days advance notice of any changes to City team/personnel, a description of training requirements for new team members, and a clause that would allow the City the right to refuse any proposed team changes. Reasonable exceptions would apply in situations beyond the vendor's control (e.g., resignation with less than 30 days notice).</p>		
<p>9. Bidder must develop, produce, and supply all materials necessary for advertising, promoting, and tracking/registration for all aspects of the program.</p>		
<p>10. All informational material must have the approval of the representative of the City of St. Louis prior to distribution.</p>		
<p>11. Ability to provide seamless integration to The City's onsite programming (i.e., fitness centers, onsite health education seminars, biometric screenings)</p> <ul style="list-style-type: none"> a. Track utilization of client fitness centers b. Administer registration in client onsite health education seminars, campaigns, etc. c. Track participation in onsite activities such as health education seminars d. Report on participation in The City onsite programs and activities <p>Be sure to describe in detail.</p>		
<p>12. Bidder shall develop a three (3) year biometric screening program with services provided either through own company or sub-contractor.</p>		

<p>13. Bidder must conduct a comprehensive health screening on all interested employees. The health screen should include total cholesterol, HDL cholesterol, glucose, blood pressure and self- reported height and weight, BMI.</p>		
<p>Requirement</p>	<p>A = agree D = agree with deviations N = no</p>	<p>Provide evidence/supporting documentation</p>
<p>14. Bidder must provide and conduct a paper health assessment in conjunction with the health screening. Baseline data should be established on lifestyle behaviors and physical health status on interested employee to detect health risks. The baseline data should include but not be limited to: smoking, hypertension, obesity, sedentary lifestyle, cancer risk and acute drinking. This information must be measured annually.</p>		
<p>15. Bidder shall provide a personalized report to each participant via a mailed report to participant’s home address that provides feedback on HA and biometric screening outcomes. Results must be mailed to the participant at the expense of the bidder. Report must include a year over year comparison.</p>		
<p>16. Bidder must provide an annual aggregate report to the City which overviews all outcomes from the HA and screening program.</p>		
<p>17. Bidder must agree to utilize data from current provider for employees who previously participated in the health screening if the information can be provided in an acceptable format. The data provided will conform to HIPAA regulations.</p>		
<p>18. Bidder should supply all biometric screening data to the City’s medical insurer in the agreed upon and compliant format.</p>		
<p>19. Bidder shall develop and update new data base, if necessary, to measure health screening data and health risk appraisal data. It is imperative to have definable data.</p>		
<p>20. Bidder must provide services at various worksites.</p>		

Requirement	A = agree D = agree with deviations N = no	Provide evidence/supporting documentation
21. Bidder must submit written reports on program status upon request. These reports should include, but not necessarily be limited to the following: participation metrics, HRA findings, biometric screening findings and programming/intervention recommendations. The reports should be conducted on an aggregate and if possible basis; department and pay location. The aggregate results of health screens and percent change from previous health screens should also be included in the report. A report summarizing comparisons from one screening period to the next is also necessary. Provide copies of sample reports.		
22. Bidder must coordinate services and contract with the American Diabetes Association, if applicable.		

Signature	Title	Date

3

Financial Response

Bidder quotes should be entered into the Excel Rate table provided as a separate document included with the RFP. Quotes should either be in an annual cost format or on a PEPM basis.

- A multi-year rate guarantee is preferred. Please submit the multi-year rate guarantee and any caveats. Rates and services must be guaranteed for a minimum of 36 months covering the period February 1, 2014 through January 31, 2017.
- Current program costs will not be disclosed for purposes of this marketing process.

4

Questionnaire

Organizational Information

QUESTION	ANSWERS/COMMENTS
<ol style="list-style-type: none"> 1. Indicate the name and address of the bidder, its legal structure, principal owners, and key management personnel. 2. Indicate the licensure or authority under which bidder does business in the State of Missouri. Bidder(s) must have the appropriate licensure or authority to do business in the State of Missouri. 3. Provide a brief description of your company/organization and its experience in the health promotion area and its history of providing benefits to the public sector. 4. Provide a brief description of minority and women representation in your firms and your firms' experience with minority and women owned service sub-bidders. For this specific account, please describe minority and women representation and level of involvement. 5. List those who will be responsible for program service delivery, their education and professional backgrounds. 6. List five (5) clients to be contacted as references. Please provide the name, address, telephone number and contact name. 7. Provide the same information for three (3) clients that have terminated your organization in the last three years. 8. Describe information processing equipment, software used, if any, in the compilation of reporting of client data. Provide dummy sample reports, if appropriate. 9. Provide evidence of your program's success in the management of employee health and health care costs. 10. Provide sample newsletters organization is able to produce and provide to City employees 	

5

Appendix:

- A. Financial Response (Excel format)
- B. Intent to Bid Form
- C. Affidavit (Unauthorized Alien Employees)
- D. MBE/WBE Information
- E. Administrative Regulation 148
- F. Census
- G. Copy of Bee-Fit Monthly Newsletter

APPENDIX A

Financial Response

A rate response table is included separately with RFP documents.

The electronic submission of your proposal for the financial response must be completed in Excel in the format as instructed in Section 3 and submitted along with your proposal response

APPENDIX B

Intent to Bid

Please print and complete this form and return it to Cheryl McGaully at Mercer by December 18, 2013.

We have received the invitation to respond to the City's Request for Proposal and have the following intentions:

- We decline to bid at this time.
- We intend to submit a proposal by January 6, 2014.

Authorization:

Name and Title

Date

Company

Return completed form via fax or e-mail to:

Cheryl McGaully

Mercer Health & Benefits

Cheryl.mcgaully@mercer.com

Fax: 314-588-2525

APPENDIX C

Affidavit

EXHIBIT _____

STATE OF _____)
)SS.
COUNTY OF _____)

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared _____
(**Name**) who, by me being duly sworn, deposed as follows:

My name is _____ (**Name**), I am of sound mind, capable of making
this Affidavit, and personally acquainted with the facts herein stated:

I am the _____ (**Position/Title**) of _____. (**Bidder**)

I have the legal authority to make the following assertions:

1. _____ (**Bidder**) is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with this Agreement, as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as .
2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as , _____ (**Bidder**) does not knowingly employ any person who is an unauthorized alien in connection with this Agreement.

Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal
this ____ day of _____, 20__.

Notary Public

My Commission Expires: _____

APPENDIX D

MBE/WBE Information

A copy of Executive Order #28 is included with the RFP documents.

APPENDIX E

Administrative Regulation 148

Effective: September 15, 2008

The official Employee Wellness Program for the City of St. Louis (“BeeFit”) is administered by the Department of Personnel in partnership with and the support of BJC Health Systems, Inc.

The Employee Wellness Regulation of the City of St. Louis is designed to encourage City of St. Louis employees to select and participate in BeeFit Program approved training, education, wellness and healthy lifestyle activities focused on individual development, health and wellness. The City believes this will result in personal and professional growth and a reduction in lifestyle-related risk factors.

I. PURPOSE

The purpose of this administrative regulation is to establish an official City approved Employee Wellness Program within the City Service.

II. POLICY

The City’s Wellness Program is designed to increase individual employee health and wellness awareness and empower City employees to make positive educational, health and wellness enhancing lifestyle choices while engaging in practices that will benefit their quality of life through City approved and documented wellness related programs. In this way, the City Employee Wellness Program, BeeFit, is designed to provide a return on investment (ROI) through increased productivity; decreased absenteeism; an overall healthier workforce leading to decreased health related expenditures; and increased quality of life for participating employees.

III. RESPONSIBILITIES

A. Department Heads

1. Appointing authorities and their designees are encouraged to allow employee participation in documented wellness activities officially approved by the BeeFit Program.
2. As part of the department, division or agency wellness program, it is recommended that an Agency Wellness Coordinator be appointed. While fulfilling his or her wellness responsibilities, the Agency Wellness Coordinator shall work closely with the City Wellness Coordinator.
3. Appointing authorities within the various departments, divisions and agencies are asked to allot their respective Agency Wellness Coordinators with sufficient time and resources to administer the wellness programs within their respective

areas. The appointing authorities are required to maintain records of time allocated to the Agency Wellness Coordinators for purposes of administering said wellness programs in order to document participation and ascertain ROI.

B. City Wellness Coordinator

The City Wellness Coordinator will provide guidance and recommend programming while working in conjunction with the Department of Personnel and the City's Wellness Committee, of which BJC Health Systems is currently a member. Additionally, the City Wellness Coordinator will have the authority and responsibility to:

1. Meet with the City's Wellness Committee regularly, discuss policies and procedures and recommend changes related to the BeeFit Wellness Program to the Committee and the Director of Personnel.
2. Develop strategic wellness related programming according to best practice standards; research and remain abreast of current trends in wellness programs and industry standards.
3. Provide assistance to appointing authorities and Agency Wellness Coordinators in implementation of wellness policies and procedures.
4. Assist appointing authorities and Agency Wellness Coordinators in developing increased employee awareness of all employee wellness policies and procedures.
5. Provide assistance to Agency Wellness Coordinators in all wellness related areas through training sessions, discussions, meetings, materials, investigations, and on-site visits.
6. Serve as the chief liaison and spokesperson for the BeeFit Wellness Program.
7. Maintain all necessary and appropriate records and documentation of participation, in accordance with grant requirements, City policy, and observation of applicable HIPAA laws, etc.

C. Agency Wellness Coordinator

1. Assist in development and implementation of the department, division, or agency wellness program.
2. Maintain liaison with the City Wellness Coordinator and other Agency Wellness Coordinators within the City.
3. Advise his/her appointing authority, as appropriate, concerning employee wellness related matters.

IV. FUNDING

Funding for the City's approved wellness programs will be provided through the Department of Personnel budget subject to appropriation of funds. Currently, grant funding is also provided through the City's partnership with BJC Health Systems, Inc.

V. ADMINISTRATIVE SUPPORT

- A. Departments are encouraged to allow up to three (3) hours of paid administrative leave (in accordance with and subject to department operational requirements) per employee per week to allow participation in BeeFit Program approved, documented wellness related activities.
- B. The granting of paid administrative leave for participation in BeeFit approved programs will be contingent upon departmental workload considerations and other operational requirements, and will be subject to the approval of the appointing authority. However, appointing authorities and their designees are strongly encouraged to allow participation in BeeFit Program wellness activities whenever possible in accordance with this administrative regulation.

VI. RECORDS

Each department is required to keep accurate records of paid administrative leave granted to individual employees for participation in BeeFit Wellness Program activities. These records will be used to document actual participation in said BeeFit activities, as well as help determine the ROI for the City for the BeeFit Program.

1. Employees participating in approved BeeFit Wellness activities must complete a BeeFit Wellness Program Request form (attached) requesting paid administrative leave for participation in the BeeFit Wellness Program designed to track participation in the City's wellness program; these forms shall be signed by the employee, approved by the appointing authority, collected by the departmental payroll clerk, and then a copy forwarded to the Employee Benefits Section of the Department of Personnel for review and retention.
2. Employees participating in approved BeeFit Wellness activities shall further document their participation by using the sign in sheets that shall be provided by the BeeFit Program. The sign in sheet shall then be signed by the individual coordinating or instructing the particular BeeFit program in which the employee is participating. Said sign in sheet should verify the name of the approved BeeFit

wellness related activity, that the employee was present, and also verify the date and time the employee was present.

3. Employees shall complete a weekly BeeFit Wellness Time Sheet (attached). The BeeFit Wellness Time Sheet is to be retained in the employees' department.
4. The Department of Personnel and/or the appointing authority reserve the right to audit records at any time and without prior notice to the employee. This includes verifying actual participation in BeeFit Program activities as listed on the request for paid administrative leave (BeeFit Wellness Program Request) form completed and signed by the employee and appointing authority against the actual BeeFit Program sign in sheets, the BeeFit Wellness Time Sheet and any other valid source of documentation of actual BeeFit program participation.
5. Employees who in any way falsify or otherwise misrepresent participation in the BeeFit Program, as documented by the request for administrative leave (BeeFit Wellness Program Request) form, BeeFit Programs sign in sheets or BeeFit Wellness Time Sheets, shall be subject to disciplinary action up to and including dismissal, pursuant to the provisions of Administrative Regulation No. 117.

VII. EVALUATION

The Department of Personnel will collect BeeFit Program participation data, and once sufficient program data has been generated, will conduct an analysis of the BeeFit Wellness Program in order to determine its impact on the health of the City workforce and its overall ROI.

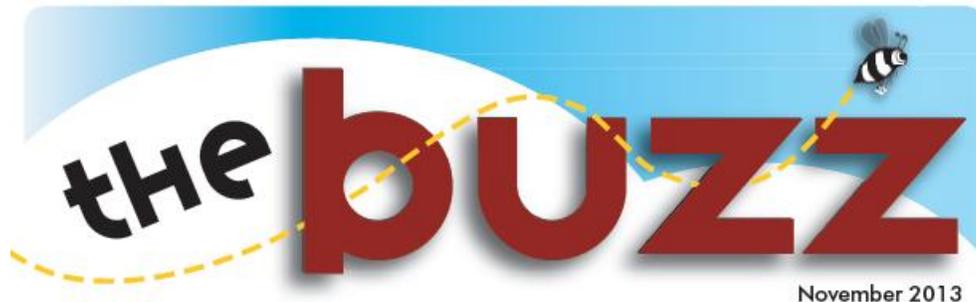
APPENDIX F

Census

A census is included separately with RFP documents.

APPENDIX G

Copy of Bee-Fit Monthly Newsletter



Join the **American Cancer Society** on November 21 as they celebrate the 37th annual Great American Smokeout. On the third Thursday of November each year, smokers are encouraged to make a plan to quit, or to plan in advance and quit smoking that day. By quitting – even for one day – smokers will be taking an important step towards a healthier life – one that can lead to reduced cancer risk.

The U.S. Surgeon General has said, "Smoking cessation [stopping smoking] represents the single most important step that smokers can take to enhance the length and quality of their lives." Tobacco use remains the single largest preventable cause of disease and premature death in the U.S., yet nearly one in every five adults still smokes cigarettes.

Great American SMOKEOUT

WHY QUIT NOW?

Your Health: Health concerns usually top the list of reasons people quit smoking. Smoking harms nearly every organ of the body. Half of all smokers who keep smoking will end up dying from a smoking-related illness. In the United States alone, smoking is responsible for nearly one in five deaths and about 8.6 million people suffer from smoking-related lung and heart diseases.

Budget: Smoking is also very expensive. It isn't hard to figure out how much you spend on smoking: multiply how much money you

spend on tobacco every day by 365 (days per year). The amount may surprise you. Now multiply that by the number of years you have been using tobacco and that amount will probably shock you. Multiply the cost per year by 10 (for the next 10 years) and ask yourself what you would rather do with that money.

Quality of Life: No matter how old you are or how long you've smoked, quitting at any age can help you live longer and be healthier. People who stop smoking before age 50 cut their risk of dying in the next 15 years in half compared with those who keep smoking. Ex-smokers enjoy a

Did You Know? In addition to lung cancer, smoking is also linked to a higher risk for the following cancers: mouth, nose, sinuses, lip, voice box (larynx), throat (pharynx), esophagus, bladder, kidney, pancreas, ovary, cervix, stomach, colon, rectum and acute myeloid leukemia.

higher quality of life. They have fewer illnesses like colds and the flu, lower rates of bronchitis and pneumonia, and feel healthier than people who still smoke.

IMPORTANT LANDMARKS AFTER QUITTING:

- **20 minutes:** Heart rate and blood pressure drop
- **12 hours:** Carbon monoxide in the blood drops to normal
- **1 year:** Excess risk of coronary heart disease is half that of a continuing smoker's
- **10 years:** Risk of dying from lung cancer is about half that of a person who is still smoking
- **15 years:** Risk of coronary heart disease is that of a non-smoker's

HOW TO QUIT

Smokers often say, "Don't tell me why to quit, tell me how." There is no one right way to quit, but there are some requirements for quitting with success. These four factors are key:

- Making the decision to quit.
- Setting a quit date and choosing a quit plan.
- Dealing with withdrawal.
- Staying quit (maintenance)

Quitting smoking is not easy, but it can be done. Learn what you're up against, what your options are and where to go for help. For additional resources, get connected with the American Cancer Society, Bee-Fit or the Department of Health.

IN THE SPOTLIGHT:

City of St. Louis Bee-Fit
2013
HEALTH FAIR



Join Bee-Fit on Thursday, Nov. 7, 9 a.m. - 1 p.m. in the City Hall Rotunda as we showcase over two dozen health and wellness vendors from the St. Louis metropolitan area. You'll gain expert insight on the many dimensions of wellness including physical, occupational and financial health. The objective is to provide practical information and resources related to your health and well-being.

This event is presented in a casual, relaxed environment where you can receive free vision, posture, balance and blood pressure checks, along with chair massages and promotional offers. Hourly

attendance raffles and demonstrations will be held throughout the event, along with promotional giveaways at many vendor stations (while supplies last). Valuable information and resources from employee benefit plan organizations will also be available.

Check in at the Bee-Fit table in the Rotunda for a vendor map and goodie bag. Visit all the vendor stations and stop back to the Bee-Fit table for a quick survey and a chance at a large attendance prize!

Join Bee-Fit for our annual health fair and discover new ways to move toward your goal of balanced health and life-long wellness.

November Happenings:

Bee-Fit Wellness Survey:

Thank you to the 800+ City employees who participated in our first annual Bee-Fit survey and congratulations to our ten \$50 Visa gift card winners! The results from this survey will further assist us with new and improved program ideas as we move into 2014.



Mile-by-Mile Marathon:

The award ceremony will be held Nov. 13, 12:30 - 1 p.m., at City Hall Rotunda. Recognition awards will be given to all registered participants who submitted final tracking logs. Gold, silver and bronze medal winners will also be given additional incentive prizes.



12 Days of Fitness:

Registration for this final incentive program of 2013 is open Nov. 7 - 30. Participants are challenged to exercise at least 12 days during the month of December for at least 30 minutes each day. Those who succeed in this challenge and submit their exercise calendar by January 10 will be entered for a chance to win one of three Visa gift cards.



Provided by: Department of Personnel and BJC HealthCare for the Bee-Fit Wellness Program
For more information: Call Ryan J. Lord at 622-4849



BJC HealthCare

f Join Bee-Fit on Facebook!

Join BeeFit on Facebook for the most up-to-date information on programs and events.



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