

RFP294-PSC

UNIVERSITY OF LOUISVILLE  
PROCUREMENT SERVICES  
BELKNAP CAMPUS  
LOUISVILLE, KY 40292

PERSONAL SERVICE CONTRACT  
REQUEST FOR PROPOSAL  
COVER/SIGNATURE PAGE

<b>REQUEST DATE:</b> <input type="text" value="1. June 27, 2022"/>	<b>2. NAME OF DEPARTMENT:</b> Human Resources (Get Healthy Now)  <b>CONTACT PERSON:</b> Carisa Robertson	
<b>3. Service:</b> RFP.		
<b>4. Due Date:</b> <input type="text" value="July 19, 2022"/>	<b>5. Time Due:</b> <input type="text" value="5:00pm (EST)"/>	<b>6. Email:</b> Carisa.Robertson@Louisville.edu

Proposals should be sent to the department by the following method:

**7. EMAIL OR MAIL PROPOSALS TO:** Carisa Robertson  
Contract Administration and Procurement Services  
University of Louisville, Service Complex Suite 103  
Louisville, KY 40292  
Carisa.Robertson@louisville.edu

**THE BOTTOM PORTION OF THIS FORM IS TO BE COMPLETED BY THE VENDOR AND SUBMITTED WITH PROPOSAL**

Equal Employment Opportunity – All parties must be in compliance with executive order 11246 of September 24, 1965 as amended by executive order 11375 of October 13, 1967.

STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under penalty for false swearing as provided by KRS 523.040:

- That attached Request For Proposal has been submitted without collusion with , and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request For Quotation designed to limit independent competition.
- That the proposer is legally entitled to enter into the contract with the University of Louisville, an agency of the Commonwealth of Kentucky, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.325, to 45A.340, 45A.990 and 164.990 and 164.821 (7).
- That I have fully informed myself regarding the accuracy of the statements made above.

SIGNED BY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
FIRM NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

# **REQUEST FOR PROPOSAL COMPONENTS**

## **1) Scope of Services:**

With the use of strategic plan funds, the main goal is to obtain a consultant who specializes in coordinating wellness programs for higher education institutions. The consultant would help us identify areas of improvement and provide consultation on developing a program that aligns with our campus community, and as a result, lower healthcare costs for the university.

1. Identify wellness program improvement areas
2. Conduct valid analyses of wellness program data
3. Provide guidance on wellness program design
4. Work in coordination with our total rewards leadership to develop cost containment strategies
5. Execute specialized worksite wellness projects

The consultant will support the Wellness Coordinator with the plans on identifying and developing wellness programs that support the overall physical, social, emotional, educational, and financial aspects of our university faculty and staff.

## **2) Informational Background:**

The effects of COVID-19 have greatly impacted not just the university on a budgetary and systems level, but also the well-being of its employees. With these strategic planning funds, we will improve an employee's physical, mental and emotional well-being, and give them the tools to help them grow personally and professionally. As well as encourage others within the campus community to work towards a healthier self, leading to a healthier society.

## **3) Required Proposal Submittals should contain:**

- a. Proposed Cost: Payment will be upon receipt of deliverables/services and not made in advance
  - Fee (i.e., based on hourly rate X hours worked, deliverables completed, etc.)
  - Other expenses (i.e., travel, if applicable)
- b. Experience
  - Experience with Wellness Programs in Higher Education, other nonprofits or corporate
  - List past 5 jobs including related details
  - Provide outcomes from Wellness Programs you have assisted
    - Engagement
    - Lowered healthcare cost
    - Retention
  - How can the consultant help us build a sustainable program with measurable impact?
  - Provide a list of any certifications
  - Provide a list of awards and/or recognition received
  - Provide 3 Non-University references with contact name, email and phone number
- c. Timeframe to complete services
  - Within the first 90 days we would like the consultant to review our current program and come up with a plan to move forward with.
  - Within 180 days we would like the consultant to review the new implementations and provide measurable data that the program is having impact or not.

**4) Method of Award:**

- a. Proposed Cost 50 %
- b. Experience 40 %
- c. Timeframe 10 %

**5) Contract Period:**

Desired contract period is August 1, 2022, through June 30, 2024.

No services are to be provided prior to the start date indicated on the fully executed Personal Services Contract (sample provided).

**Optional additional language**, if using state funds whereby the PSC cannot cross the biennium period:

A subsequent additional contract may be established from this RFP process to run from July 1, 2024, through June 30, 2025 with all terms, conditions and pricing remaining the same. This will require a new contract be executed.

**6) Questions:**

All questions regarding this RFP are due by Tuesday, July 5, 2022, at **2:00pm EST** and are to be emailed to Carisa Robertson at Carisa.Robertson@Louisville.edu Answers to questions will be issued as an addendum and posted to the website location of the RFP.

**7) Reciprocal Preference**

In accordance with KRS 45A.490 to 45A.494, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluating proposals, the University will apply a reciprocal preference against an Offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident Offeror. Residency and nonresidency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any Offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above referenced statute.

Forms can be found at <http://louisville.edu/purchasing/forms>.

**8) Foreign Corporation Registration (Out-of-State Corporations):**

Pursuant to KRS 271B.15-010, any Out-of-State corporate contractor must be properly registered with the Kentucky Secretary of State, before transacting any business within the state of Kentucky. The statute states “(a) foreign corporation...shall not transact business in this state until it obtains a certificate of authority from the Secretary of State.” The registration form and instructions are found at [https://web.sos.ky.gov/forms/corp/FBE-Certificate%20of%20Authorization\\_Foreign%20Business%20Entity.pdf](https://web.sos.ky.gov/forms/corp/FBE-Certificate%20of%20Authorization_Foreign%20Business%20Entity.pdf).