



DATE: May 25, 2017  
 TO: Sherman M. Stovall, GRTC Assistant Vice President of Operations  
 FROM: Carl L. Palmer, Representative of SVTMC   
 SUBJECT: Vision Insurance Policy Coverage Award Memo  
 RFP No.17-GRTC-0331

Southwestern Virginia Transit Management Company, Inc., through the Greater Roanoke Transit Company d/b/a Valley Metro (GRTC or Valley Metro), needs to provide vision insurance policy coverage for employees of Southwestern Virginia Transit Management Company, Inc. (SVTMC).

In order to comply with federal and state procurement requirements, SVTMC through GRTC issued a Request for Proposal (RFP) to provide SVTMC employees with vision insurance policy coverage, RFP # 17-GRTC-0331. March 31, 2017, was the issue date for the RFP for medical, dental, vision, life and short-term disability insurance policy coverage with an opening date of April 28, 2017. The RFP was for Offerors to submit a proposal for any one or more of the insurance coverages requested and related services.

By Friday, April 28, 2017, at 2:00 PM, seven (7) proposals were received for the project. After review of the proposals, together with a recommendation from the consultant for SVTMC and GRTC, it was determined that United Healthcare Insurance Company, 185 Asylum Street, Hartford, CT 06103, submitted a proposal that is in the best interest of SVTMC for the life insurance policy coverage at an annual cost of \$3,308.00 for each year of a three (3) year contract term.

**Recommended Action:**

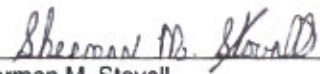
SVTMC is accepting the above proposal for the insurance coverages and services as generally described above with, United Healthcare Insurance Company and is making an award to United Healthcare Insurance Company for such items, and is requesting the approval of such award by GRTC's Assistant Vice President of Operations as provided for in the RFP. The annual cost amount will be \$3,308.00, for such vision insurance policy coverage for each year of the contract term of three (3) years. The contract will be from July 1, 2017, through June 30, 2020. The other proposals are rejected.

Approved by Carl L. Palmer on behalf of SVTMC.

  
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 Carl L. Palmer, Representative of SVTMC

5/25/17  
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 Date

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**The above recommendations are approved by the GRTC Assistant Vice President of Operations.**

  
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 Sherman M. Stovall,  
 GRTC Assistant Vice President of Operations

5/26/17  
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 Date

- Copy: Carl L. Palmer, General Manager, GRTC  
 Kevin Price, Assistant General Manager, GRTC  
 Stephanie Giles, Director of Finance, GRTC  
 Tiffany Ollie, Purchasing Supervisor, GRTC  
 Daniel J. Callaghan, GRTC General Counsel  
 Laura Carini, GRTC Assistant General Counsel