
Request for Proposal

Request for Proposals for
Weight management program with access to
GLP-1 medications for obesity



Town of Apex
P.O. Box 550
Apex, North Carolina 27502

Proposals are due:
February 25th, 2026 by 3pm EST



Table of Contents

1.0 Introduction

- 1.1 Introduction
- 1.2 Town Background
- 1.3 Scope of Services
- 1.4 General Bidding Requirements

2.0 General Submittal Requirements

- 2.1 Proposal Contact
- 2.2 Proposal Submittal Requirements
- 2.3 Proposer Expenses
- 2.4 Interpretations, Discrepancies and Omissions
- 2.5 Tentative Schedule
- 2.6 General Clarifications and Questions
- 2.7 Finalists and Interviews
- 2.8 Award
- 2.9 Non-disclosure of Town Information
- 2.10 Retention of Proposer Material

3.0 General Terms and Conditions

- 3.1 Certification
- 3.2 Conflict of Interest
- 3.3 Assignment
- 3.4 Indemnification
- 3.5 Independent Contractor
- 3.6 Payment
- 3.7 Insurance
- 3.8 Governing Law
- 3.9 Confidential Information/Public Records Law
- 3.10 Compliance with Laws and Regulations
- 3.11 Acceptance
- 3.12 E-Verify
- 3.13 Iran Divestment Act
- 3.14 New Services
- 3.15 Anti-Human Trafficking

4.0 Detailed Submittal Requirements

- 4.1 Proposal Format
- 4.2 Executive Summary
- 4.3 Scope of Services
- 4.4 Company Background & Engagement Team Experience
- 4.5 Client References
- 4.6 Cost Proposal



5.0 Attachments

5.1 Pharmacy claims data file



1 Introduction

1.1 Introduction

The Town of Apex (“The Town”) is seeking proposals from qualified weight management vendors who can integrate GLP-1 receptor agonist medications (e.g., Wegovy, Zepbound) with lifestyle coaching to manage obesity and related conditions.

1.2 Town Background

The Town of Apex is a rapidly growing and developing area located just west of Raleigh, the capitol of North Carolina. The Town was incorporated in 1873 and has an estimated population of approximately 84,000 residents.

The Town offers comprehensive health benefits to active and retired employees and their families. In addition, the Town has made a commitment to the overall health and wellbeing of their employees through the Peak Wellness initiative. Employees are incentivized to improve their health beyond annual screenings through fitness and nutrition.

The Town provides medical coverage through a self-funded medical plan administered by Cigna. The Town’s pharmacy coverage is integrated through their medical administrator, Cigna. Coverage for GLP-1 medications for the treatment of obesity are currently covered through the group health plan and require member copay. The Town’s fiscal and benefit plan years begin on July 1, with open enrollment being held during the month of May.

1.3 Scope of Services

The Town’s objectives in conducting this evaluation are: 1) to continue to provide access for plan members to GLP-1 medications for the treatment of obesity, 2) require engagement in a weight management program to encourage lifestyle and behavioral changes 3) lower Town expense related to GLP-1 medications for the treatment of obesity.

The Town has roughly 686 employees enrolled on the group health plan and 1,161 members.

Coverage for weight loss GLP-1 medications are currently covered under the group health plan. However, the Town is considering excluding the medication from the group health plan should they partner with a standalone weight management and GLP-1 vendor.

1.4 General Bidding Requirements

To be considered as a qualified vendor to provide services as described in this request, vendors must meet the following minimum requirements for consideration:

- Respondents must meet or exceed at least two of the ratings assigned by the following rating companies:
Company Minimum Rating



- M. Best A-
- Standard & Poor's AA-
- Moody's Aa3
- Fitch AAb

- Only companies with a home office in the United States will be considered. Vendors headquartered outside the United States will not be included for consideration in this procurement process.
- Vendors must be licensed in the State of North Carolina.
- Vendors must meet any additional financial and accounting standards as determined by the Town of Apex
- Willingness to provide annual performance guarantees that are defined by the Town and viewed quarterly

In addition, when responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit documents according to the instructions. Failure to follow these instructions will be considered a non-responsive proposal and may result in immediate elimination from further consideration.

By submitting a proposal, Proposers acknowledge that:

- A) The Town reserves the right to reject any or all proposals if it determines that select proposals are not responsive to the RFP. The Town reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with select Proposers at any time to gather additional information.
- B) Proposals will be received by the Town of Apex, through their benefits consultant, Marsh McLennan Agency at the time and method noted in Section 2.2. At that point, The Town will close the receipt of proposals and begin the evaluation process. The only information that will be released will be the names of the respondent(s). No other information will be disclosed, except as required by the evaluation process, until a contract is awarded.

2 General Submittal Requirements

2.1 Proposal Contact

This RFP and any subsequent action taken as a result thereof are issued by MMA on behalf of the Town. Proposal responses should be directed to MMA. In regards to this RFP and subsequent procurement process, vendors shall make NO CONTACTS, either written or verbal, with any Town of Apex employee, staff member, or Town Council members during the period beginning with the issuance of this document through approval of award unless authorized by the proposal or Town representative. ***Any attempt by a Proposer to contact or influence a member or members of the aforementioned will result in the immediate disqualification of the Proposer from award for items or services on this RFP***

Proposal Contact



Samantha Davis
Marsh McLennan Agency
Samantha.Davis@MarshMMA.com
919-376-6543

2.2 Proposal Submittal Requirements

Vendors must submit their official responses via secure e-mail. MMA must receive electronic proposals via secure e-mail no later than **3 pm ET on February 25th, 2026**. No extensions can be provided. The official determination for whether the RFP has been received on time is the timestamp on the electronic copy of the proposal. The Town will not be held responsible for the failed delivery of any proposal response.

Samantha Davis
Marsh McLennan Agency
Samantha.Davis@MarshMMA.com
919-376-6543

2.3 Proposer Expenses

The Town will not be responsible for any expenses incurred by any Proposer in the development of a response to this Request for Proposal or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to the Town of Apex and/or its representatives. Further, the Town shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Proposer even if the Town Council has formally accepted a recommendation.

2.4 Interpretations, Discrepancies, and Omissions

Should any Proposer find discrepancies, omissions or ambiguities in this RFP, the Proposer must request in writing, within seven days of receipt of proposal, an interpretation from proposal contact listed in Section 2.2.

Any clarifications requiring addenda to the RFP will be delivered electronically.

The issuance of a written addendum is the only official method by which interpretation, clarification or additional information will be given by the Town. Only requests answered by formal written addenda will be binding. Oral and other interpretations or clarification will be without legal effect. It is the Town's intent not to issue any addenda after October 18th, 2019.

2.5 Tentative Schedule

Date	Event
February 12 th , 2026	Distribution of RFP
February 17 th , 2026	Addenda Requests and Clarifications/Questions Due by 3pm ET



February 19 th , 2026	Responses to Addenda Requests delivered via e-mail
February 25 th , 2026	Electronic copy of proposal delivered via secure e-mail due at 3pm ET
March 2026	Selection and Notification of Vendors
March 2026	Approval by Town Council
March 2026	Begin Implementation and Benefit Plan Design Decisions
July 1 st , 2026	Contract Commences

2.6 General Clarifications and Questions

General clarifications and questions related to the RFP may be submitted in writing and are due February 17th by 3pm EST. **Responses to questions will be delivered electronically by February 17th.**

2.7 Finalists and Interviews

If the Town deems it necessary, vendors will be asked to present their solutions and capabilities before a final selection is made.

2.8 Award

The Town of Apex reserves the right to award a contract, based on initial offers received from Proposers, without discussion and without conducting further negotiations. Under such circumstance, the acceptance of a proposal by the Town shall be deemed to be an acceptance of an offer and that such acceptance will be binding upon both parties. The Town may also, at its sole discretion, have discussions with those Proposers that it deems to fall within a competitive range. The Town may enter into negotiations separately with such Proposers. Negotiations with a Proposer may continue with a Proposer that the Town has tentatively selected to award a contract to. The Town shall not be deemed to have finally selected a Proposer until a contract has been successfully negotiated and signed by both parties.

2.9 Non-disclosure of Town Information

The Proposer and its agents shall treat all data and information gathered by the Proposer and its agents, including this RFP and all reports, recommendations, specifications, and data as confidential. The Proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from the Town.

2.10 Retention of Proposer Material

Any and all information submitted in conjunction with this RFP and the evaluation process will not be returned to the respondent.



REQUEST FOR PROPOSALS
WEIGHT MANAGEMENT PROGRAM VENDOR



3 General Terms and Conditions

3.1 Certification

The Proposer hereby certifies that it has carefully examined this Request for Proposal and the Proposer certifies that it understands the scope of the work to be done and that the Proposer has knowledge and expertise to provide the scope of the work. By signature on the response to the RFP, the Proposer certifies that its proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud, so that all proposals for the purchase will result from free, open and competitive proposing among all vendors. Further, the Proposer certifies that it understands that collusive bidding/proposing is a violation of Federal law and can result in fines, prison sentences, and civil damage awards.

3.2 Conflict of Interest

By submission of a response, the Proposer agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Town of Apex. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the Town, in consultation with legal counsel, may reject their proposal.

3.3 Assignment

No assignment of the Proposer's obligations or the Proposer's right to receive payment hereunder shall be permitted without prior consent of the Town. The Proposer may not sell, assign, transfer or convey the contract resulting from this RFP, in whole or in part, without the prior written approval from the Town.

3.4 Indemnification

The Contractor will indemnify and hold the Town harmless from any and all liability, expense, judgment, suit, or cause of action for personal injury, death, or direct damage to tangible property which may accrue against the Town to the extent it is caused by the negligence of Contractor, its subcontractors, or their employees or agents, while performing duties under this Agreement, provided that the Town gives the Contractor prompt, written notice of any such claim or suit. The Town shall cooperate with Contractor in its defense or settlement of such claim or suit. This section sets forth the full extent of the Contractor's general indemnification of the Town from liabilities that are in any way related to Contractor's performance under this Agreement.

3.5 Independent Contractor

It is understood that in the performance of any services herein provided, the Proposer shall be, and is, an independent contractor, and is not an agent or employee of the Town and shall furnish such



services in its own manner and method, except as required by this contract. Further, the Proposer has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Proposer in the performance of the services hereunder. The Proposer shall be solely responsible for, and shall indemnify, defend, and save the Town harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

3.6 Payment

Payment for the rendered services pursuant to the Agreement resulting from this RFP shall be made in amounts and at times set forth in the Agreement and shall be made upon receipt of original invoice(s) in accordance and in conformity with payment dates for bills and claims as established by the Town. Prior to payment, the Contractor must submit an original dated itemized invoice of services rendered. Accommodations for self-bill can be considered (Photographs or facsimiles of invoices will not be accepted.) Any reimbursement for expenses as allowed in the Agreement that are included in the invoice(s) must be supported with attached original billings for such expenses.

3.7 Insurance

Proposers shall obtain, at their sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by the Town of Apex's Risk Manager.

Workers' Compensation Insurance, with limits for Coverage A: Statutory-State of North Carolina, and Coverage B - Employers Liability: \$500,000 each accident, disease policy limit and disease Each Employee.

Commercial General Liability, with limits not less than \$1,000,000 each occurrence and \$2,000,000 aggregate, including contractual liability.

Commercial Automobile Liability, with limits not less than \$1,000,000 per accident for bodily injury and property damage for owned, hired, and non-owned vehicles. Evidence of commercial automobile coverage is only necessary if vehicles are used in the provision of services under this Agreement.

Medical Professional Liability Insurance, applicable to all professional services provided, with limit not less than \$5,000,000 per claim.

Cyber/Privacy Liability Insurance, with limit not less than \$5,000,000 per claim.

Umbrella Liability, with limits not less than \$2,000,000

Provider will be solely responsible for maintaining Property Insurance coverage on Provider's personal property and/or improvements located at or around Apex premises.

All insurance companies must be authorized to do business in North Carolina and have an AM Best rating of "A-/VII" or better, or have reasonable equivalent financial strength to the satisfaction of the Town of Apex's Finance Office. Insurance Policies, except Workers' Compensation, shall be endorsed (1) to show the Town of Apex as additional insured, as their interests may appear, as required by written contract and (2) to provide for 30-day notice of cancellation to the Town of Apex.



If any coverage is on a claims-made basis, Provider agrees to maintain a retroactive date prior to or equal to the effective date of this Agreement and agrees to maintain such claims made policy for 3 years post termination of the Agreement or purchase Supplemental Extended Reporting Period or 'tail coverage' with a minimum reporting period of not less than three (3) years post termination of the Agreement. If coverage is replaced, the new policy must include full prior acts coverage or a retroactive date to cover the effective dates of this Agreement. Provider shall provide a Certificate of Insurance annually to the Town of Apex indicating any claims made coverage. The duty to provide extended coverage as set forth herein survives for 3 years post termination of the Agreement.

Copies or originals of correspondence, certificates, endorsements or other items pertaining to insurance shall be sent to:

Courtney Jones, Benefits & Wellness Manager
73 Hunter Street
P. O. Box 250
Apex, NC 27502

If the Proposer does not meet the insurance requirements of the specifications, alternate insurance coverage satisfactory to Town of Apex Risk Management may be considered.

3.8 Governing Law

This RFP and any contract resulting therefrom shall be governed by and construed according to the laws of the State of North Carolina. Should any portion of any contract be in conflict with the laws of the State of North Carolina, the State laws shall invalidate only that portion. The remaining portion of the contract(s) shall remain in effect.

3.9 Confidential Information/Public Records Law

The Town assumes no responsibility for confidentiality of information offered in a proposal. The RFP does not intend to elicit proprietary information. However, if proprietary information is submitted as part of the proposal, the information is to be labeled as such. Proposals are not subject to public inspection until after the contract award. The Town of Apex reserves the right to share any information submitted in response to this RFP or process with any person(s) or firm(s) involved in the review and evaluation process. Proprietary or confidential information must be clearly labeled as such at the time of initial submission, and to the extent provided by N.C.G.S. Chapter 132, will not be made available for public inspection. In the event that a request for inspection is made under public records law, the Proposer will be notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information.

3.10 Compliance with Laws and Regulations

Proposer must comply with all applicable State and Federal Laws. In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful Proposer to notify the Town of Apex at once, indicating in their letter the specific regulation which required such alterations. The Town reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.



3.11 Acceptance

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

Furthermore, the Town is not bound to accept a proposal on the basis of lowest price, and further, the Town has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the Town's best interests to do so. The Town reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in the Town's best interest. Moreover, the Town reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the Town.

3.12 SPECIAL ATTENTION

To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.

3.13 Iran Divestment Act

By signing this agreement or acceptance of this contract/purchase order or by submission of any bid, proposal, etc, vendors, contractors certify that as of the date of execution of this agreement or date of receipt of the purchase order, contractor/vendor and/or subcontractors affirm they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4, Iran Divestment Act Certification. Contractor/vendor shall not utilize any subcontractor that is identified on the list.

3.14 New Services

From time to time during the implementation period and afterward, the Town may elect to have the Proposer perform services that are not specifically described in the Statement of Work but are related to the contracted services (the "New Services"). Prior to beginning work on any New Services, the Proposer and Town will agree and document the scope of work to be performed and compensation rate. This will be accomplished through an amendment to the contract.

3.15 Anti-Human Trafficking

Carrier warrants and agrees that no labor supplied by it or its subcontractors in the performance of this Agreement shall be obtained by means of deception, coercion, intimidation or force, or otherwise in violation of North Carolina law, specifically Article 10A, Subchapter 3 of Chapter 14 of the North Carolina General Statutes, Human Trafficking.



4 Detailed Submittal Requirements

4.1 Proposal Format

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Each Proposer is required to submit the proposal electronically via secure e-mail. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer’s capabilities to satisfy the requirements of the RFP. Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections:

<u>PROPOSAL SECTION</u>	<u>TITLE</u>
	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Executive Summary
2.0	Scope of Services
3.0	Company Background
4.0	Client References
5.0	Cost Proposal

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Response information should be limited to pertinent information only. **Marketing and sales type information is not to be included.**

4.2 Executive Summary

(Proposal Section 1.0) This section of the response should be limited to a brief narrative summarizing the Proposer’s proposal. The executive summary shall, at a minimum, include an identification of the proposed project team, responsibilities of the project team, and a summary of the proposed services.

This section should highlight aspects of the proposal that make it superior or unique in addressing the needs of the Town. Please note that the executive summary should identify the primary engagement contact. Contact information should include a valid e-mail address and a telephone number.

4.3 Scope of Services

(Proposal Section 2.0) This section of the response should include a general discussion of the Proposer’s overall understanding of the project and the scope of work.

As the Town is seeking proposals from qualified vendors to provide weight management and lifestyle change coaching for members and access to GLP-1 medication for obesity, the Proposer should outline a recommended approach, critical tasks and timeline for achieving the Town’s objectives based on the Proposer’s experience with organizations similar to the Town and the basis for the approach.



The responses should be specific and identify the anticipated role of the Town during each stage of the process including implementation, employee education, communication and ongoing administration.

Proposers are encouraged to provide examples of services provided to their clients and the impact of those services. It is not necessary to name the client; however, it is necessary to provide specifics such as what strategies were used and what success these items had.

4.4 Company Background

(Proposal Section 3.0) Each proposal must provide the following information about the submitting Proposer's company, so that the Town can evaluate the Proposer's stability and ability to support the commitments set forth in response to the RFP. The Town, at its option, may require a Proposer to provide additional support or clarify requested information.

- a. Length of time the company has been in business.
- b. A brief description of the company size and organizational structure.
- c. How long the company has been providing services to agencies similar to the Town.
- d. Identify any litigation or governmental or regulatory action pending against your organization that might have a bearing on your ability to provide services to the Town.
- e. Describe your contractual relationships, if any, with other organizations that will provide services described in your proposal.

4.5 Client References

(Proposal Section 4.0) The Town considers references to be important in its decision to award a contract. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the plan. The results of the reference check will be provided to reviewers and used in scoring the written proposal. Failure to provide this information will result in the proposal being considered non-responsive.

Please provide a list of references and indicate the number of covered lives, contract period and description of services for each. Also provide at least three clients (current or past within the last 24 months) who we may contact.

References should be clients similar in size and with scope of services similar to those being requested by the Town. At least one reference should be a public sector employer. Please give the company name, address and the name and telephone number of the contact person.

	Current Reference #1	Current Reference #2	Current Reference #3
AGENCY NAME			
Contact Name			



	Current Reference #1	Current Reference #2	Current Reference #3
Contact Title			
Contact Phone			
Address			
Contract Period			
Number of covered lives			
Description of Services			

	Terminated Client #1
Agency Name	
Contact Name	
Contact Title	
Contact Phone	
Address	
Description of Services	
Number of covered lives	
Contract Period	

4.6 Cost Proposal

Proposers should submit an estimate of projected costs. **The electronic copy should be submitted via secure e-mail.**

The Town reserves the right to contact Proposers on cost and scope clarification at any time throughout the selection process and negotiation process.

Proposals must be submitted directly from the vendor.

The Town may award a contract based on initial offers received without discussion of such offers. A Proposer's initial offer should, therefore, be based on the most favorable terms available. The Town may, however, have discussion with those Proposers that it deems to fall within a competitive range. It may also request revised pricing offers from such Proposers, and make an award and/or conduct negotiations thereafter.

The Town is asking vendors to indicate program fees and medication costs. Identify the assumptions used in determining the calculation.



5 Attachment Listing

5.1 Pharmacy Claims Data File