

Please note, this is **not a request for proposal from carriers and you should **not** contact carriers at this time.*

REQUEST FOR QUALIFICATIONS

BROKER FOR EMPLOYEE BENEFITS INSURANCE

CITY OF CAMDENTON

STATEMENTS MUST BE SUBMITTED NO LATER THAN

2:00 PM Friday July 29, 2022

Please mark your subject line:

EMPLOYEE BENEFITS STATEMENT OF QUALIFICATIONS

Please e-mail your response to:

Renée Kingston

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A. Request for Qualifications Invitation

The successful broker/consultant will be determined and announced the week of August 8-12, 2022. City of Camdenon will work with the broker on all information needed for appropriate marketing. That broker will become the Broker of Record for all current carriers as of October 1, 2022 and will market to other carriers for proposals for October 1, 2022

B. Inquiries & Responses

Any inquiries, clarification, or requests should be directed by telephone or e-mail to Renée Kingston.

C. Schedule

- Request for Qualifications Distribute by July 1
- Response Submission Deadline 2:00 PM July 29
- Review of Proposals / Finalist Selection NLT 4:30 PM August 12
- Finalist Presentations (If Necessary) Week of August 15

D. Consideration of Responses

City of Camdenon reserves the right to accept or reject any or all responses to the RFQ process. The organization reserves the right to evaluate vendors and products/services using criteria City of Camdenon considers to be in the organization’s best interest. The issuance of this RFQ does not obligate City of Camdenon to take any course of action.

E. Instructions for Completion of RFQ

1. Your RFQ response should represent information about your products, services, your company, and your approach to implementing products and services for your clients.
2. We are requesting that responses are concise and your response addresses all of our questions mentioned in this RFQ.
3. Proposals should be received no later than 2:00 PM July 29. Electronic submission of proposals on a PDF platform are preferred and can be emailed to Renée Kingston.

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II. Overview of Company

A. Description of Company

****Example****

For more than 70 years, ABC Company has been providing expert outpatient medical rehabilitation, therapeutic preschool services and employment services to individuals with disabilities in a four State region.

Our services focus on but are not limited to; Medical Rehabilitation, Employment Placement, Disability Services, Industrial Subcontracting, Driving Evaluation & Training, Adaptive Technology Services, Neuropsychology Services, Therapeutic Preschool, and ABA Behavioral Services.

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III. Scope of Services & Vendor Selection

A. Scope of Services Required

City of Camden will require the firm selected to consult on insurance needs, offer suggestions, and confer with staff regarding problems that may arise. Additionally, the firm will be responsible for seeking insurance for City of Camden's employee benefits needs and acting as City of Camden representative for the purchase and administration of insurance policies. Potential services include but not limited to:

Assist with claim problems and questions

Shop the insurance based on City of Camden's needs

Providing competitive rates

Contact client on regular basis for update, problems and concerns

Available for employee meetings and safety meetings

Provide human resources and automated training support

Provide open enrollment support

B. Instructions/Proposal Format:

Statement of Qualifications must include a cover letter, resume, and completed questionnaire form provided by City of Camden. The resume should include a firm name, address, phone numbers, year established, types of services for which the firm is qualified for, any pertinent registration information, and references which the firm has served as an agent.

C. Selection Criteria

Statement of Qualifications in Step 1 will be evaluated and reviewed by City of Camden at which point your firm may be asked to make a presentation to City of Camden. City of Camden will evaluate firms in Step 1 based on the following considerations below.

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City of Camden will consider the following items and any additional information it feels necessary to select a qualified firm which best fits the needs of City of Camden's Risk Management Program:

Professional status of firm

Ability to meet scheduled deadlines

Specialized experience and customized capabilities of the firm

Human Resources consulting capacity

Automated learning management system experience

Demonstrated experience as an agent for health care including private and nonprofit entities

Firm's approach to partnership

Response to questionnaire

Response to presentation (if necessary)

All proposals will be retained by City of Camden...

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IV. Questionnaire

Employee Benefits Questionnaire for City of Camden

Please answer the following questions regarding your firm:

1. Please provide a brief summary of your firm and its history.
2. Please describe your firm's overall business philosophy regarding employee benefits plans from a **firm perspective, not the carrier perspective**. What distinguishes your firm and its services from other brokers?
3. Please indicate your firm's expertise and resources in the following areas (please note whether or not these experts and resources are in-house):

Open Enrollment

Human Resources

Workers' Compensation – FMLA & COBRA

4. Please provide biographies of each member who will be assigned to work with City of Camden. Please indicate if City of Camden will have a dedicated account representative and which team member that will be.
5. Describe how you use benchmarking tools to ensure that City of Camden's programs are competitive in the marketplace.
6. How does your firm educate your clients on industry "best practices?" Please provide a sample "best practices" exhibit.

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7. Does your firm provide clients with legislative and compliance updates? Please provide an example of this service.
8. Is your firm able to provide an automated learning management system? Please provide examples of this service.
9. Describe your firm's claims review process and proactive risk mitigation services.
10. Please list the total number of certified human resources professionals on your firm's staff.
11. Please provide a detailed transition calendar should your firm be retained by City of Camdenton.
12. Please provide a **minimum of three** references in Missouri, to include the name of the client, contact information and size (employee count).
13. Our intent is for the brokers' compensation to be through commissions paid and negotiated by the broker and carrier. Please note if there are any other fees your firm would charge and the applicable service.
14. Please provide any other pertinent information you would like City of Camdenton to consider in their selection process.