



**TOWN OF OLD SAYBROOK, CONNECTICUT
REQUEST FOR PROPOSAL: BENEFIT BROKER/CONSULTING SERVICES**

EMPLOYEE BENEFIT BROKER AND CONSULTING SERVICES

For the period September 2018 – September 2021 with possible renewals for an additional three (3) years.

The Town of Old Saybrook (“Town”) invites proposals for Employee Benefit Broker and Consulting Services (“Benefit Broker”). Three (3) copies of each proposal shall be placed in a sealed envelope and identified as “Proposal for Benefit Broker/Consulting Services”:

Proposals shall be addressed to:

Town of Old Saybrook, Connecticut
Ms. Lee Ann Palladino, Finance Director
302 Main Street
Old Saybrook, CT 06475

The deadline for submission of proposals is June 15, 2018 at 1:00 p.m. Proposals received after the specified time and date shall not be considered.

Questions about this RFP may be directed to Lee Ann Palladino, Finance Director, by email leeann.palladino@oldsaybrookct.gov no later than 14 days prior to the date proposals are due. All information given by the Town except by written addenda shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action against the Town.

Answers to these questions will be addressed in an addendum which will be issued on the Town of Old Saybrook website. **It shall be the responsibility of the bidder to download this information. The response shall be posted no less than 7 days prior the RFP proposal due date of June 15, 2018.**

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I. PURPOSE

The purpose of this request is to solicit proposals from firms interested in serving as a Benefit Broker to the Town of Old Saybrook. A complete description of required services is included in Section VI, Scope of Services.

II. GENERAL INFORMATION

The Benefit Broker will assist the First Selectman and his designees to assess, design and acquire benefits including health, dental and life insurance.

III. OVERVIEW OF EXISTING PLANS

The Town of Old Saybrook presently provides its employee benefits for both active and retired employees. Dental benefits are self-insured. Life insurance benefits are offered for both active and retired employees. At present, the Town offers high deductible health care plan (HDHCP) to 68 active employees. Retirees that receive healthcare plans total 42 and receive either a HDHCP or advantage health care plan based upon their age. Life insurance is also offered to active, full time employees at 1.5 to 2 times salary depending upon position. Retirees are offered life insurance on a decreasing value scale. The Town considers other benefits from time to time.

A large percent of the Town's employee benefits are governed under collective bargaining agreements. Non-union employee benefits are determined separately.

IV. LENGTH OF CONTRACT

The contract for Benefit Broker services will cover a period of three (3) years. The First Selectman will have the option to extend the contract for an additional three-year period under the same terms and conditions. The contract will provide for early termination by either party upon sixty (60) days written notification of the intention to do so.

V. SELECTION OF BENEFIT BROKER

A. Timetable

The following is a timetable for selection of the Benefit Broker.

1. May 15, 2018 – Request for proposals available.
2. June 15, 2018 and 1 p.m. submission deadline.
3. Award anticipated no later than August 30, 2018.
4. Initial contractual award period begins September 1, 2018.

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B. General Selection Criteria

The following criteria will be used to evaluate proposal responses and select a short list of responders that may be requested to make oral presentations:

1. Quality of written proposal and completeness of response to all questionnaire items.
2. Ability to meet service requirements.
3. Experience in providing similar services to other municipalities.
4. Commitment by the firm and individual consultants to be assigned to this account.
5. Qualifications and experience of individuals assigned to this account.
6. Aggregate service cost

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Terms and Conditions

7. The Town reserves the right to reject any and all proposals and has the right to waive any irregularities and informalities in a proposal at any time during the proposal process until a contract has been executed.
8. The award of the contract will be to the firm whose proposal in the opinion of the First Selectman, is the best proposal taking into consideration all aspects of the proposer's response, as well as the total net cost.
9. The Town will not be responsible for any expenses incurred in the preparation of proposals or presentation or costs incurred during contract negotiations.
10. The Town will consider proposals from parties who are able to provide services on a timely basis, and are free from any obligation and interests which might conflict with the interests of the Town of Old Saybrook.
11. All proposers, in order for their proposal to be considered, must not be delinquent on any property tax issued by the Town. Proposers shall certify that neither they nor any business or corporation fully or partially owned by the proposer is not delinquent on Town property taxes.

VI. SCOPE OF SERVICES REQUESTED

1. All brokerage firms submitting a proposal must:
 - a) be licensed to do business in Connecticut,
 - b) have the expertise, licenses and resources to provide Employee Benefit broker/consulting services for The Town of Old Saybrook's current and future operations,
 - c) consistently maintain and allocate sufficient staffing resources to provide timely service for The Town of Old Saybrook's Employee Benefit broker/consulting service needs,
 - d) maintain staff that are qualified and available to provide specialized technical expertise in various disciplines as necessary.
2. In-person attendance for at least one meeting annually to prepare and present the medical, dental and life insurance proposal for all active and retired participants.
3. As requested, assist in the analysis of financial input of proposed plan design changes.
4. Assist in gathering, analyzing and presenting benefit information during collective bargaining negotiations
5. Prepare annual budget projections for benefit expenses
6. Provide expertise and counsel to questions surrounding benefit plans.
7. Provide analysis of the impact of proposed and enacted federal and state laws and other regulatory pronouncements
8. Assist during the annual open enrollment period
9. Counsel the First Selectman and/or his designees, upon request, on issues other than items above which may impact the Town's benefit plans or the financial position

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of the Town.

Proposers may not contact the insurance marketplace nor discuss our account with underwriters until we have made our final broker selection.

VII. FORMAT OF PROPOSAL

In order to facilitate the review process, it is required that proposals be organized in the following manner:

- A. Table of Contents
- B. Letter of Transmittal indicating interest and providing other information which would assist the Town in the selection process. This letter must be signed by a person legally authorized to bind the firm to a contract.
- C. A statement demonstrating understanding and capability of providing the services described in the Scope of Services.
- D. Responses to Questionnaire (Exhibit A) in same order as listed in Exhibit A. The responder must note questions that they are unable or unwilling to provide.

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VIII. CONTRACT REQUIREMENTS

- A. Any prospective firm must make an affirmative statement to the effect that its retention, if selected, shall not result in a conflict of interest or create an appearance of impropriety with any person or organization which may be affected under this program. Should any potential or existing conflict be known by a prospective firm, said prospective firm must specify the person or organization with which the conflict exists or might arise, the nature of the conflict and whether the prospective firm would or would not step aside or resign from that conflicting engagement or representation if selected by the town of Old Saybrook.
- B. The firm selected shall provide a certificate of insurance indicating the following minimum coverage:
- Workers' Compensation – As required by law (if participants are employees)
- Professional Liability – Minimum limits of \$2,000,000 per occurrence. If the policy is on a claims made basis, the policy shall be continually renewed for two years beyond the termination date of this contract and its renewals.
- All insurance coverage shall be primary.
- C. No assignment of the final contract can be made without the written consent of the Town of Old Saybrook.

IX. NUMBER OF COPIES REQUIRED

It is requested that three (3) copies of the proposal be submitted in one package.

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X. EVALUATION OF PROPOSALS

Proposals will be evaluated by the First Selectman and his designees to ascertain which proposal best meets the needs of the Town. Evaluation consideration will include, but not be limited to, the following:

- A. Responsiveness of the proposal in clearly stating an understanding of the work to be performed.
- B. Experience and technical ability of the firm and project staff to perform consulting, planning and advisory services.
- C. Reputation and experience of the firm.
- D. The fees and expenses, although a significant factor, may not be the dominant factor. However when all other service provided is equivalent, fees will be the determinant factor.
- E. Semi-finalists will be requested to present their proposal orally.

XI. SELECTION OF PROPOSALS

The First Selectman reserves the right to reject any or all proposals, waive any informality and to award the contract in the best interest of the Town of Old Saybrook.

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EXHIBIT A

QUESTIONNAIRE FOR BROKER BENEFIT SERVICES

FOR TOWN OF OLD SAYBROOK

I. Identifying Information

- A. Name of Firm
- B. Address of firm's office which will service this account
- C. Professionals who will service this account (may be attached on separate pages)
 - 1. Name
 - 2. Title
 - 3. Credentials
 - 4. Telephone Number
 - 5. Address (if different from IB)
 - 6. Brief summary of experience
- D. For the Consultant/Leader who will service this account:
 - 1. Years of employment with the firm
 - 2. Brief description of education and professional experience, particularly as it relates to municipal entities
 - 3. Professional designations

II. Firm History and Experience

- a) Provide a brief history of your firm including size, volume of business, locations, number of years in business and business philosophy.
- b) Describe the visibility and influence of your firm in the employee benefits field.

III. Clients

- a) Describe at least two innovative strategic solutions you have implemented for clients similar to **the Town of Old Saybrook** that highlight your benefits consulting expertise.
- b) Describe your internal mechanism for ensuring customer satisfaction with your services.
- c) Provide contact names and phone numbers of 3 references.

IV. Services

- a) Provide an overview of your approach to strategic planning.
- b) Provide an overview of your account support and administration services, including enrollment coordination and ongoing support for **Town of Old Saybrook** employees.

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- c) Describe your capabilities in ongoing plan performance monitoring, plan performance forecasting, claims experience analysis, benchmarking and reporting.
- d) Describe your capabilities in employee communications.
- e) Describe your consulting and educational services in the area of legal compliance.
- f) Describe your use of technology to support online employee services and education.
- g) Describe your timeliness in providing service
- h) Describe any additional service options that may be of interest to **the Town of Old Saybrook**.

V. Describe attributes that make you a valuable strategic partner to The Town of Old Saybrook

VI. Compensation

- a) Describe how you expect to be compensated for the services outlined in this proposal.
- b) State your philosophy of compensation disclosure.

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VII. Background Information

Please provide the following information:

- A. Number of clients for which benefit broker/consulting services are provided:
 - 1. By the firm overall.
 - 2. By the office of the firm that will service this account.
 - 3. By the Consultant/Leader who will service this account.
 - 4. Located in the State of Connecticut.

- B. Describe the research capacity of your firm and explain how it may benefit the Town of Old Saybrook.

VIII. Other Optional Information

Please feel free to include any other information in your proposal which will help the Town develop an understanding of the capabilities of your firm.

All proposals submitted and information included herein or attached hereto shall become public records upon their delivery to the Director of Finance.