

City of Pooler, GA | Request for Proposal

Consulting Services for Employee Benefit Plan

PROJECT OVERVIEW

The City of Pooler, GA (here in after referred to as the City) is seeking an experienced, local benefits consulting firm with knowledge of government/public sector to strategically plan, consult, implement, and support our employee benefits programs, both current and future. The City seeks a consultant that is well versed in the benefits market, experienced in advising comparable public agencies and works well with various levels of City staff and management.

This RFP is not a request or an authorization to approach insurance companies or other underwriting sources on behalf of the City of Pooler. The City specifically requests that no insurance market contact or solicitation be made at this time.

The City of Pooler reserves the right to reject any or all proposals received, or to select the proposal which, in our opinion, is the best overall interest of the City. The City also reserves the right to waive informalities and technicalities in the proposals. This request for proposals is not an offer, obligation, or agreement to award work to any proposer, and no contractual relationship is created by responding to this request for proposal.

MUNICIPALITY OVERVIEW

In 1838, a railroad station was built and named in honor of Central of Georgia Railroad employee Captain Robert William Pooler. On those same grounds, the City was incorporated in 1907, with an economy supported mainly by dairies. Gradually, a post office, bus station, theater, drug store, and fuel stations were constructed. Pooler remained a small, somewhat rural town until the early 2000's, when it began to see an explosion of growth that continues today.

With a population approaching 30,000, Pooler is the fastest growing municipality in Georgia, and serves as the commercial center of Chatham County with over 12,000 visitors daily. Situated west of Savannah just off I-95, Pooler is home to 1,610 businesses including JCB and Tanger Outlets, as well as 126 restaurants, 18 hotels, 20 warehouses, and 10 places of worship, all anchored by a beautiful city hall.

The City provides municipal services including public works, water and sewer utilities, planning and zoning, police, fire, and recreation. Pooler has a Council-Manager form of government wherein a Council-appointed Manager runs the City's departments. The Mayor leads the City politically, and the Manager directs the day-to-day operations.

EXISTING PLAN DESCRIPTIONS

The City currently employs 205 full-time employees. There are approximately 539 total subscribers on the current group medical, dental and vision plans. The City has fifteen retirees that are active on the group plan and have all or a combination of medical, dental or vision. The City offers Short-Term, Long-Term, and Basic Life and AD&D for all full-time employees. The next scheduled expiration date on all employee group benefit plans is December 31, 2022. Annual open enrollment generally begins in October. A description of our current benefits and claims data will be provided upon request.

SCOPE OF WORK

The City is seeking a consultant firm to streamline the employee benefits program. Rather than listing detailed limitations, the City requests qualified consultants to provide detailed brokerage services that will benefit the City as a whole. The proposal should include the most efficient technology and practices for government employers with at least 200 employees. The City is open to review various ways to accommodate the needs of the overall benefit program.

QUALIFICATIONS

All consulting firms submitting a proposal must:

- Have the expertise, licenses, and resources to provide Employee Benefit broker/consulting/administrative services for the City's current and future operations.
- Consistently maintain and allocate sufficient staffing resources to provide timely service for the City's Employee Benefit broker/consulting/administrative service needs.
- Maintain staff that are qualified and available to provide specialized technical expertise in various disciplines, as necessary.

PROPOSAL TIMELINE

RFP Released:	June 8, 2022
Written Question Submissions Deadline:	June 24, 2022
Answers Provided by City:	July 1, 2022
Proposal(s) Due:	July 15, 2022, by 4:00 p.m.
Proposal(s) Reviewed:	July 18, 2022 – July 22, 2022
Finalists Notified (if required):	July 25, 2022
Finalists Presentations/Interview:	July 25, 2022 – July 29, 2022
Consultant Selected:	August 1, 2022

Please note proposal timeline may be subject to change.

PROPOSAL REQUIREMENTS

Agency Information/Primary Contact

Provide agency's name, mailing and physical address, URL, and telephone number. Include the name, title, and e-mail address of the individual(s) who will serve as the agency's primary contact/account manager. (Specify whether or not the proposal contact is also the account manager. If not, include additional contact information.) Include a brief description and history of your agency, as well as its structure and services.

Project Approach

Please explain your approach, style, and process. Provide any risk mitigation strategies and compliance guarantees.

Staff Biographies

Please include a brief summary of experience for all key staff.

Experience

Proposals should include a list describing services that are similar in scale that your agency has provided others. Where possible, highlight services for comparable organizations.

Schedule and Timeline

Proposals should include the proposed work schedule, timeline, and deliverables for administrative services.

Cost

Whether your approach is commission based, through consulting fees or both, this should be noted in the proposal and any cost savings available through these methods.

References

Supply at least three (3) references that have used your professional services for a similar project. Include a contact name, email address, and phone number.

DEADLINES / CONTACT

The deadline for written question submissions is June 24, 2022 at 4:00 p.m. EST.

The deadline for proposal submissions is July 15, 2022 at 4:00 p.m. EST.

Both may be directed to: Caroline Hankins
c/o City of Pooler, GA
100 US Highway 80 SW
Pooler, GA, 31322
(912) 748-7261
chankins@pooler-ga.gov

Proposals may be emailed or hand delivered to Pooler City Hall located at 100 US Highway 80 SW, Pooler, GA 31322. Email submissions must have "CITY OF POOLER RFP – Consulting Services for Employee Benefit Plan" in the subject line.

Proposals arriving after the deadline will not be considered and will be returned to the Responder. Faxed and/or verbal proposals will not be accepted. The Responder will be solely responsible for ensuring that its proposal is delivered to the correct email address or City Hall in a timely fashion.

SELECTION CRITERIA

Awards, if made, will be to the responsible responder(s) whose proposal(s) is/are most advantageous to the City, taking into consideration cost and the other factors set forth in this Request for Proposal. Proposals will be reviewed and evaluated by City staff. Criteria for evaluation will include, but not be limited to:

- Demonstrated knowledge, skills, and experience in services for the public sector, non-profits, or similar
- Understanding of health plan management, best practices, and trends
- Cost effectiveness
- Recommendations from past clients
- Responsiveness/completion of proposal requirements

The City may request that responders attend a meeting/interview, make a brief presentation, and answer questions regarding their proposal(s). Final acceptance of any proposal will be based on all information from the communications with responders.

ASSUMPTIONS & AGREEMENTS

The City of Pooler, GA reserves the right to reject any and/or all proposals or to waive any informality therein; to accept or reject portions of any proposal; to negotiate with the successful firm; to award the contract based on the City's needs and requirements.

The City of Pooler, GA reserves the right to cancel the award of the contract(s) at any time prior to the execution of the contract(s) by all parties.

The City of Pooler, GA reserves the right to cancel or to reissue the request for proposal in whole or in part, prior to the execution of a contract.

The City of Pooler, GA will not be liable for any costs incurred by the Responder in preparation of a proposal submitted in response to this request for proposal, in conduct of a presentation, or any other activities related to responding to this request for proposal.

The City of Pooler, GA shall have a reasonable opportunity to inspect all service performed and work produced by the Contractor.

The Consultant is retained solely for the purposes of, and to the extent set forth, in the proposal.

The Consultant's relationship to the City of Pooler, GA during the term of this contract shall be that of an independent Contractor. The Contractor is responsible for having all insurance, licenses, permits, etc. which may apply to this type of service.