

THE CITY OF SIMPSONVILLE,
SOUTH CAROLINA

REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL SERVICES FOR
INSURANCE BENEFITS

Issued: July 9, 2024

Due: August 9, 2024

The City of Simpsonville ("the City") is requesting proposals to identify vendors to assure that it is receiving the optimum level of services at a competitive price.

Responses shall be returned on or before August 9, 2024 to:

City of Simpsonville
Attn: RFP — Insurance Benefits
118 NE Main Street
Simpsonville, SC 29681

GENERAL INFORMATION

Pursuant to this Request for Proposals (RFP), the City of Simpsonville, South Carolina ("the City") is currently soliciting proposals from qualified firms for insurance brokerage and benefits administration.

Interested firms are invited to submit proposals for consideration in accordance with this RFP to Human Resources Director. An original signed proposal, an electronic copy (via e-mail to aclark@simpsonville.com), and three (3) hard copies of the proposal documents must be received prior to 5:00 PM on August 9, 2024, at the following address:

Ashley Clark
City Clerk/HR Director
City of Simpsonville
118 NE Main Street
Simpsonville, S.C. 29681

The City will not accept proposals received after the specified time and date.

All requests for information or clarification regarding this proposal shall be made in writing and submitted to Ashley Clark, City Clerk/HR Director, aclark@simpsonville.com.

PROPOSAL DOCUMENTS SUBMITTAL AND SELECTION

Review and Selection

All proposals will be reviewed and evaluated. A Selection Committee will evaluate proposals and provide a recommendation to City Council. The City may interview respondents as part of the evaluation and selection process.

This RFP does not constitute an offer of employment or contract for services.

The City reserves the option to reject any or all proposals, wholly or in part, received through this RFP, to terminate the procurement process at any time, to waive any irregularities or omissions in any proposal, to award in whole or in part to one or more proposers, or to take any other such actions that may be deemed in the best interest of the City.

The City reserves the option to retain all proposals, whether selected or rejected.

DESCRIPTION OF THE CITY

The City of Simpsonville is in Greenville County, South Carolina approximately 10 miles east of Greenville. The City employs approximately 200 full-time employees and has an annual budget of just over \$24 million. The City's population is an estimated 28,000 residents and growing.

COMMUNICATIONS PROTOCOL

All questions, inquiries, requests for clarification and additional information, and correspondence concerning this RFP or the project requirements must be directed via e-mail to aclark@simpsonville.com

The City Clerk/HR Director is the sole point of contact for the City in this RFP procurement process. All communications between the proposer and the City shall be subject to distribution to all proposers. Responses to questions or requests for information will be provided to all proposers.

PROPOSER EXPENSES

The City accepts no liability for the costs and expenses incurred by the Proposers in responding to this RFP, site visits or interviews, due diligence and inquiries, subsequent negotiations, and all other activities associated with this procurement process, which shall be the sole responsibility of the proposers.

PROJECT SCOPE

Medical, Dental, and Vision Insurance, optional supplemental policies to cover accident, cancer, etc., optional Short and Long-term Disability, optional Life Insurance for employees, spouses, and children, and Employer paid life insurance for employees.

PRESENTATION OF MATERIALS

The following should be submitted for a proposing firm to be considered:

- An original printed copy (so marked) and three (3) additional copies.
- Title page showing the contact person's name, address, e-mail address, and telephone number with the date of the proposal.
- The proposers understanding of the work to be performed, the commitment to perform the work within the anticipated time, a statement why the firm believes itself to be best qualified to perform the engagement, and a statement that the proposal remains in effect for a minimum of ninety (90) days.
- A list of references including clients for similar projects the proposer has completed, particularly those in the state of South Carolina (if any).
- A list of the staff assigned to the project including their work history, educational background, and any similar projects they have complete.

OTHER SUPPORTING DOCUMENTATION

The firm may submit any additional supporting information which it deems relevant or important to its proposal under this section.

PROPOSAL EVALUATION

The City Clerk/HR Director and others designated will review, evaluate, and make recommendations regarding the proposals according to the criteria set forth in this RFP. The City shall have the right to seek written clarifications and/or additional information from proposers, verify information submitted, and check project references. Evaluation of the proposals will be weighted as follows:

40% Qualifications of the Firm

- Company's background and experience in the field.
- Company's experience with cities of similar size and scope.
- Experience working with renewals, quotes from other providers, and implementation.
- Company's capability to reallocate resources effectively as needed to meet project schedule and needs.

40% Qualifications of the Staff Members

- Project manager(s) and key staff members' background and experience.

10% Cost Effectiveness

- Total Fee for services to be performed.

10% References

- Similar projects completed on time and within budget;
- History of effective communication with clients.
- Client Satisfaction.