

REQUEST FOR QUALIFICATIONS

Employee Benefits/Employee Insurance Broker

Response Due Date: September 26, 2018

Time Due: 5:00 pm CST

Submittals by email to:

Ms. Melisha Jones Henderson

Gary Community School Corporation

1988 Polk Street

Gary, In 46407

Email: mjones-henderson@garycsc.k12.in.us

Date of Request for Information Release: September 17, 2018

ORGANIZATION SUMMARY

Gary Community School Corporation (GCSC) is an organization that employs approximately 550 full and part time employees and services approximately 4800 students in the City of Gary. Providing comprehensive employee benefits to attract and retain a qualified work force is very important to GCSC.

OBJECTIVE

The purpose of this Request for Qualifications (RFQ) is to enter into negotiations with a qualified individual broker or firm with the following qualifications and experience.

1. Soliciting quotes and proposals on behalf of client from employee benefit/insurance (e.g. health insurance, life insurance, dental insurance, etc.) providers
2. Reviewing quotes and proposals on behalf of client from employee benefit/insurance (e.g. health insurance, life insurance, dental insurance, etc.) providers
3. Summarizing quotes and proposals on behalf of client from employee benefit/insurance (e.g. health insurance, life insurance, dental insurance, etc.) providers
4. Negotiating on behalf of client with employee benefit/insurance (e.g. health insurance, life insurance, dental insurance, etc.) providers
5. Recommending employee benefit/insurance (e.g. health insurance, life insurance, dental insurance, etc.) providers and plans to client
6. Assisting and participating in open enrollment for client employees
7. Ongoing support and assistance throughout plan year(s) to client
8. Providing assistance to client requesting, reviewing and summarizing experience and other reports from providers

PRESENTATION OF INFORMATION

Interested individual brokers and firms must submit qualifications and experience no later than 5:00 pm CDT September 24, 2018. The statement of qualifications and experience must contain the following information. Respondents are highly encouraged to follow this same format.

1. Individual or firm name, business address, phone number, web site address, primary contact person and primary contact person phone and email address
2. Years of experience providing services outlined in this RFQ
3. Number of current clients receiving services similar to those requested in this RFQ
4. Three references for similar services
5. Proposed compensation structure or formula
6. Any additional information that may assist GCSC

Gary Community School Corporation has the right to request in person discussions.

This RFQ does not guarantee and selection will be made, or an agreement will be entered.