

Solicitation Notice

City of Moultrie is conducting a search for a professional consulting firm to help evaluate and manage its employee benefit programs through a request for qualifications ("RFQ"). The purpose of this request is to select a professional consulting firm that will serve as an advisor to the City of Moultrie administrative team regarding employee benefits, including, but not limited to, supplemental health insurance, dental insurance, disability insurance, life insurance, long term care insurance, self-funded health insurance cafeteria plans, or similar plans/benefits. The selected firm will provide independent advice and counsel to the City of Moultrie to help identify and select products providing the greatest benefit for the City of Moultrie and its employees. Interested parties should answer each of the following questions in detail and submit their response to:

Marci L. Meadows
Director of Human Resources
City of Moultrie
21 First Ave N.E.
Moultrie, Georgia 31768
229-985-1974, ext. 1302
marci.meadows@moultriega.com

All responses must be received by **4 p.m. on July 10, 2018** in order to be considered.

The City of Moultrie reserves the right to waive any and all guidelines herein, to waive minor irregularities, and to reject any and all RFQ's if considered to be in the best interest of the company.

City of Moultrie

An Equal Opportunity Employer

RFQ Scope of the Project

The City of Moultrie is soliciting Requests for Qualifications (RFQs) for Employee Benefit Brokerage Services. Response to this solicitation must be in a sealed envelope clearly marked "RFQ Enclosed" with RFQ opening date and time shown.

Sealed RFQ's from brokerage firms will be received by City of Moultrie, 21 First Avenue, N.E., Moultrie, Georgia 31768 until 4 p.m. July 10, 2018. RFQ's received after the above time will be returned unopened.

RFQ's may not be withdrawn for a period of thirty (30) days after the date of receipt of bids. Requests for Qualifications documents may be obtained at the Human Resources office of the City of Moultrie, 21 First Avenue, N.E., Moultrie, Georgia 31768 through August 28, 2018. The City of Moultrie reserves the right to reject any or all bids; any part or parts of a bid, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of the City of Moultrie.

Qualifications should be presented on the attached questionnaire. Questionnaire responses should thoroughly detail experience and qualifications in assisting similar size Employers (approximately 180 employees).

The time frame for implementing the new insurance selection will be for open enrollment beginning in September with a start date of October 1, 2018 for the 2019 plan year coverage.

If needed, proposing brokerage firms could be narrowed to two firms for finalist interviews on July 17, 2018. Please save this date. Final results will be presented at the August 7, 2018 Council meeting and it is anticipated that that the Brokerage Services award will be made at that time.

If you have any questions concerning this Request for Qualification, please contact Marci Meadows, Director of Human Resources, or Gary McDaniel, Director of Finance, at (229) 985-1974 or fax (229) 873-3108 [email marci.meadows@moultriega.com](mailto:marci.meadows@moultriega.com) or gary.mcdaniel@moultriega.com.

City of Moultrie
Employee Benefits Enhancement Process Timeline
January 1, 2019 Effective Date

Notify Board of bid process

Approve "Request for Qualifications" (RFQ) specifications.

Place ad in legal section of local newspaper and/or post on website

Benefits Department begins preparing "Benefit Needs Checklist"

"RFQ" bid packets available for pick up at Corporate Office.

Final day to pick up bid packets.

"RFQ" bid packets due no later than 4:00 p.m.

"RFQ" bids reviewed by Benefits Committee.

Two finalists chosen for interviews

Qualified candidates interviewed. 1 hour intervals. 30 minute

Board Meeting- Award and Announce Broker Services selected Brokerage firm notified of Board approval of selection

"Employee Benefits Design Class", first Employee Benefits meeting Objective: Redesigning of the benefits, explanation of enhance enrollment processes. Where we are, where we are going.

"Benefits Selection Day"- Benefits Committee meeting to review Objective: Employee benefits analysis and selection by committee

Enrollment materials requested from selected carriers

Master Application Signing Day

Begin Enrollment technology set-up for enrollment

Final Preparation meeting for enrollment

Projected enrollment start date

Enrollment complete.

Deductions transmitted to payroll software.

Benefits Committee Post-enrollment recap meeting