

NOTICE
REQUEST FOR PROPOSALS
Benefits Consulting Services

The City of Richmond is accepting proposals from qualified consultants to provide professional consulting services and partner with the City in developing an integrated, best-practice approach for providing a cost-effective, and competitive benefits package to employees and their families. **THIS IS NOT A REQUEST FOR INSURANCE COVERAGE.**

The purpose of this Request for Proposal (RFP) is to seek qualified professional consultants to provide recommendations and strategies for plan design, implementation and administration, actuarial analysis, negotiating and implementing best coverage and cost for benefits program to include Health, Dental, Vision, Life, and Ancillary/Voluntary Benefits.

Respondents are required to submit five (5) copies of the proposal along with one (1) electronic version in pdf format no later than 5:00 p.m. CDT on Thursday, May 1, 2019.

Proposals are to be sealed, marked with the submitting firm's name and address and labeled: "Benefits Consulting" and delivered to:

City of Richmond
402 Morton Street
Richmond, Texas 77469
Attn: Shelly Freeman, Human Resources Director

Respondent shall sign and date the Proposal. Proposals which are not signed and dated will be rejected.

All proposals must be received at the designated location by the deadline shown. Proposals received after the deadline will not be considered for the award of the contract and shall be considered void and unacceptable.

Specifications and related documents may be obtained from the Human Resources Department at Richmond City Hall, 402 Morton Street, Richmond, Texas 77469, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday or from the City's website: www.richmondtx.gov.

Should you have any questions or require additional information or clarification on information contained in the Request for Proposal, please contact Shelly Freeman, Human Resources Director at 832-759-5799 or email: sfreeman@richmondtx.gov no later than 2:00 p.m. CDT on Tuesday, April 23, 2019.

Anticipated Timeline for Evaluation:

Advertisement Dates: April 18, 2019 through April 25, 2019

Questions from Vendors Due: April 23, 2019

Proposals Due: May 1, 2019

Follow Up / Questions: May 7, 2019

Finalist Presentations: May 9, 2019

Commission Approval: May 20, 2019

Contract Awarded: June 1, 2019