

ADVERTISEMENT
REQUEST FOR PROPOSALS
EMPLOYEE GROUP LIFE INSURANCE PLAN
CITY OF GRAND ISLAND, NEBRASKA

Sealed proposals will be received by the City Clerk, City Hall, 100 E. First Street, Grand Island, NE 68801 or P.O. Box 1968, Grand Island, NE 68802 until 4:00 p.m. (local time) on May 31, 2011 to provide and administer the Employee Group Life Insurance and Supplemental Life Insurance Plans. Proposals received after the specified time will be returned unopened to sender. Proposals must be based on the City's Request for Proposals. Contact the Human Resources Department at (308) 385-5444, Ext 192 for Request for Proposal specifications.

The award winning offeror will be required to comply with the City's insurance requirements.

Proposals will be evaluated based upon qualifications, previous experience of similar scope, service offered, contract terms and conditions, cost and adherence to schedule. Proposals shall remain firm for a period of 90 days after proposal due date. The City of Grand Island reserves the right to refuse any or all proposals and to select the proposal deemed to be in the City's best interest, at its sole discretion.

RaNae Edwards, City Clerk

THE CITY OF GRAND ISLAND REQUEST FOR PROPOSAL
GROUP TERM LIFE INSURANCE

Purpose: The City of Grand Island Human Resources Department is accepting proposals for Group Term Life Insurance. The City employs approximately four hundred and ninety (490) employees. In general, the required services being solicited include the normal and customary insurance services for qualified group life insurance.

Contact Person: Interested vendors need to send three copies of their proposal in a sealed envelope with the name of the project on the outside of the envelope. All proposals and contacts should be addressed to:

City Clerk
The City of Grand Island
100 E. 1st Street
Grand Island, NE 68801
308-385-5444 ext. 111

From the date of issuance of this RFP until the selection of a vendor/contractor, if any, is announced, all questions concerning any part of this RFP shall be directed to:

Tami Herald, Human Resources Specialist
308-385-5444 ext. 192

Due Date: Proposals must be received by the City of Grand Island at the above address in a sealed envelope/package no later than 4:00 p.m. (central time) on May 31, 2011. Proposals must remain firm for Ninety (90) days from the proposal due date. Each respondent is solely responsible for assuring that its proposal is received by the City of Grand Island in the office of the Clerk by the deadline established in the RFP. The City of Grand Island will not be responsible for late proposals. Late or incomplete proposals will not be accepted or considered. Faxed or e-mailed proposals will not be accepted.

Scope of Services: The City of Grand Island is accepting proposals for Group Life insurance that meets the following specifications:

- \$50,000.00 coverage on each employee
- \$10,000.00 coverage on employee's spouse
- \$5,000.00 coverage on employee's dependents
- Double indemnity plan

Voluntary Supplemental Life Plan specifications:

- Up to \$200,000.00 additional coverage on employee.
- Levels of coverage and costs per level.
- Amount of Guaranteed Issue
- Supplemental Life coverage on spouse and dependents at what cost and at what face amount?
- Portability of product (If available)
- Does it remain Term Life or convert to a Whole Life Policy at the time of separation/conversion?

PROPOSAL SHOULD INCLUDE

In order to be carefully evaluated, the proposals should include:

- A brief company history including resumes of servicing agent;
- Reference list of similar clients including contact person address and phone number;
- Overview of services to be provided;
- Copies of any proposed contract documents;
- Proof of licensure to do business in the State of Nebraska
- Listing of any exceptions to the requirements herein.
- Proposed cost
- Outline of implementation process to include enrollment process and timeline
- Portability of product (if available)
- Conversion information

Screening & Ranking Process: Proposals will be rated and ranked based on the following criteria:

- Compliance with RFP
- Cost
- References
- Qualifications of assigned personnel
- Approach and scope of services
- Service offerings
- Ability to comply with the City's insurance requirements.

Gratuities and Kickbacks: City Code states that it is unethical for any person to offer, give, or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or

procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

LB 403: Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Fair Employment Practices: Each proposer agrees that they will not discriminate against any employee or applicant because of age, race, color, religious creed, sex, national origin, disability, or genetic information.

Negotiations: The City of Grand Island reserves the right to negotiate with any applicant whose proposal is within the competitive range with respect to technical plan and cost, as well as to select an applicant other than the applicant offering the lowest price, if it is determined by the City to be in its best interest to do so.

Disclaimer: Issuance of this RFP does not constitute a commitment by the City to select any proposal submitted in response to the RFP, or to award a contract to any applicant who responds to the RFP. Recommendation and/or selection of a proposal shall not be binding upon the City and may or may not result in the City entering into a contract with the respondent.

Oral Presentations: The City reserves the right to require all respondents who pass the initial screening process to provide oral presentations of their proposals.