

City of Durham Request for Proposals

Benefits

The City of Durham (COD), located in Durham, NC has contracted with Independent Benefit Advisors, Inc. to assist with the solicitation of proposals from qualified companies capable of providing the following benefits for COD employees, effective September 1, 2012.

- Health;
- Dental;
- Vision;
- Group life and disability;
- Employee assistance program administration;
- Flexible spending account (medical and dependent care) and healthcare reimbursement administration;
- Group auto & homeowners insurance;
- Long term care;
- Worksite benefits; and
- Pre-paid legal service plan

The City of Durham (COD) has approximately 2100 employees. Occupations range from Council members, administrators, police officers, fire fighters, and public works.

The City of Durham's primary objectives are to obtain a vendor with:

1. Competitive product offerings with payroll deduction
2. Products with enhanced features and competitive discounts
3. Internet-based access and support to employees without increasing employee cost or COD administrative functions.
4. Excellent administrative support and exceptional customer service to employees
5. A communication and delivery system promoting high quality, cost effective products to employees.

Responses to these RFPs may serve as the basis for identifying finalists, if necessary.

I. Proposal Information

Client

City of Durham

Address

101 City Hall Plaza
Durham, NC 27701

Proposal Due Date

November 15, 2011 by 5:00 PM

Proposal Copies

1. Please provide three original hardcopy proposals.
2. Please provide one digital copy on CD.
3. If selected as a finalist, we may request additional proposal copies.

Proposal Format and Specifications

1. Responses to the Questionnaire must follow the same order laid out in the RFP.
2. Responses to the Questionnaire must include the corresponding section letter, question number, and sub-question letter of the RFP.

RFP Contact and Questions

For copies of RFPs please contact John Gasiorowski at Independent Benefit Advisors: john@thebenefitadvisors.com.

- Questions about the RFP **must be submitted by email** to John Gasiorowski at Independent Benefit Advisors: john@thebenefitadvisors.com.

Proposal Delivery Address

Independent Benefit Advisors
Attention: COD RFP
1111 Pemberton Hill Road
Suite 101
Apex, NC 27502