

ADVERTISEMENT FOR BIDDERS

City of Greenfield
14 Court Square
Greenfield, MA 01301

Sealed Proposals for an independent insurance broker/consultant for employee health and welfare benefits management addressed to the Purchasing Department, 14 Court Square, Greenfield, MA and endorsed “18-21 HR Benefit Broker/Consultant” will be accepted by the Office of the Mayor at 14 Court Square. Bids will be accepted no later than 2:00 p.m. on Wednesday, April 25, 2018.

Sealed RFP’s must be mailed or hand delivered to: Office of the Mayor
City of Greenfield
14 Court Square, Room 201
Greenfield, MA 01301

Electronic submissions will not be considered.

The purpose of this RFP is to procure an experienced HR benefits broker/consultant to provide expert advice and assistance concerning municipal insurance benefit issues working directly with the Mayor and Human Resource Director to affect the most advantageous placement of insurance coverage, including, but not limited to, the terms and conditions of coverage, continuity, and cost. In addition, the broker/consultant must be capable of providing a full range of value-added services, including, but not limited to, those outlined in the Scope of Services section of the RFP. The term of the contract with the selected proposer will be for one initial year, with the City reserving the right to extend the contractual agreement for two additional one-year periods.

RFP documents may be obtained starting @ 10:00 a.m. April 11, 2018 from the City of Greenfield’s website at www.greenfield-ma.gov under “Departments”, “Purchasing”, and “Current FY18 RFP/RFQ” or electronically from the Purchasing Department of the City of Greenfield at purchasing@greenfield-ma.gov or by calling Philip Wartel at (413) 772-1569 ext. 2131.

Proposals for Part I and Part II must be submitted separately in sealed envelopes marked as follows:

Part I – 18-21 HR Benefit Consultant: Price Proposal

Part II –18-21 HR Benefit Consultant: Non-Price Proposal

Attention is called to the following:

- A. RFP’s for this project are subject to the provisions of the Massachusetts General Laws Chapter c.30B.
- B. All pertinent regulations ordinances and statutes of the City of Greenfield, the State of Massachusetts will be rigidly enforced.

The City of Greenfield reserves the right to reject any or all submissions, wholly or in part, and to accept proposals only in the best interest of the City. The City reserves the right to waive any informalities.

The Contract/Bid/Proposal awarding authority is:

City of Greenfield
Purchasing Department
14 Court Square
Greenfield, MA 01301