

REQUEST FOR PROPOSALS

For
HEALTH INSURANCE AGENT/BROKER SERVICES

Contract # 1015 – 10/15/2012

TO SELECT AN AGENT OF RECORD AND BROKER FOR HEALTH
INSURANCE AND RELATED ANCILLARY PRODUCTS

INVITATION TO BID

The Town of Vernon is requesting proposals for a broker and agent of record to coordinate its health insurance and ancillary products from reputable insurance carriers, finding the desired products at the most competitive prices. The Town of Vernon currently offers health insurance, insurance to its employees. (250 Town and 700 Board of Education). The Town also provides prescription coverage and dental insurance, for which it is self-funded.

Copies of the RFP are available from the office of the Town Administrator from 9:00 a.m. until 4:30 p.m., Monday through Wednesday, 9:00 a.m. until 7:00 p.m. on Thursday, and 9:00 a.m. until 1:00 p.m. on Friday; or anytime online at <http://www.vernon-ct.gov/legal-notices> with reference to Contract # 1015 – 10/15/2012.

All questions about the proposals should be directed to Dawn Maselek, Assistant Town Administrator, by e-mail at dmaselek@vernon-ct.gov, no later than 5:00 PM, Wednesday, October 10, 2012. Answers to all so received questions will be posted on the Town's website at <http://www.vernon-ct.gov/legal-notices> with the Contract # 1015 – 10/15/2012 by October 12, 2012.

Three (03) copies of all proposals, unbound, as well as one electronic copy (Adobe Acrobat format saved onto a PC readable medium), should be submitted in a sealed envelope with "Contract # 1015 – 10/15/2012" clearly marked BID DO NOT OPEN on the outside of the envelope, to: Dawn Maselek, Assistant Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, Third Floor, Vernon, Connecticut 06066 by 1:00 PM on Monday, October 15, 2012 at which time proposals shall be opened and read aloud publicly.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

John Ward
Town Administrator