

LEGAL NOTICE

Contract # 2039 – 11/15/2018
AGENT OF RECORD/BROKER SERVICES
FOR HEALTH INSURANCE COVERAGE AND RELATED ANCILLARY PRODUCTS
For The Town of Vernon, Connecticut and the Vernon Board of Education

INVITATION TO BID

The Town of Vernon and the Vernon Board of Education is requesting proposals for an Agent of Record/Broker Services with knowledge of self-funding plans to coordinate health insurance coverage and ancillary products from reputable insurance carrier's at the most competitive price. Copies of the RFP are available online at the Town of Vernon's website www.vernon-ct.gov/legal-notices and at the das.ct.gov website by referencing Contract # 2039– 11/15/2018.

All questions should be directed to Dawn Maselek, Assistant Town Administrator, by e-mail at dmaselek@vernon-ct.gov, not later than 1:00 PM, Thursday, November 8, 2018. Answers to questions will be posted online on the Town and DAS websites by Tuesday, November 13, 2018 referencing Contract # 2039-11/15/2018.

Six (6) hard copies and one electronic copy of the proposal must be submitted in a sealed envelope, clearly marked "BID DOCUMENT DO NOT OPEN - CONTRACT #2039-11/15/2018" to Michael J. Purcaro, Town Administrator, 14 Park Place Vernon CT 06066 no later than 11:00 am on Thursday, November 15, 2018, at which time proposals will be opened and read aloud publically. Emailed, faxed or late proposals will not be accepted.

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.

Confidentiality - If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

Michael J. Purcaro
Town Administrator