



MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

Employee Benefits Insurance Broker and Consulting Services

25-026-LH

91806

91840

91869

MACON-BIBB COUNTY

ISSUE DATE: 6/23/2025

DUE DATE: Thursday, July 24, 2025

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Cherise Stephens, Small Business Affairs at (478) 300-2297 or csthepens@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 5 hard copies and 1 flash drive**) in the Procurement Department, 700 Poplar Street Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **Thursday, July 24, 2025, for Employee Benefits Insurance Broker and Consulting Services** for Macon-Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, July 24, 2025, at 2:00 P.M.** in the Macon-Bibb County Procurement Department Conference Room, located on the 700 Poplar Street, Suite 308, Macon Georgia 31201.

All questions concerning this RFP are to be addressed via email to Laura Hardwick at lhardwick@maconbibb.us The deadline to submit questions is **Thursday, July 3, 2025, by 3:00 p.m.**

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance companies with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory
Errors and Omission: \$1,000,000
General Liability: \$1,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

"Employee Benefits Insurance Broker and Consulting Services"

Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline for closing. Macon-Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted in response to the RPS shall become the property of Macon-Bibb County.

F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit
- Non-Collusion Affidavit

G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Five (5) years of benefit administration and client management experience and provide credentials documenting professional experience, employment history and education.
- Minimum of five (5) years’ experience maintaining a high level of quality communication with clients, client employees/retirees and vendors.
- Licensed to do business in the State of Georgia and shall meet all licensing and other requirements imposed by State and Federal laws and regulations.
- Financially and legally responsible to perform the services included herein

H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RPS and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPS or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RPS.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Non-responsive submissions will not be reviewed for potential awards.

I. Local Preference

1. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within **5% (five percent)** of the lowest responsive and responsible bid which conforms to the Invitation to Bid.

II. BACKGROUND

MACON BIBB's annual benefits open enrollment takes place in November, and all benefits policy plan terms should have 1/1 effective date. MACON BIBB enrolls approximately 2000 employees and retirees. Macon-Bibb County offers the following plans:

- Core insurance products:
 - Medical Insurance: ANTHEM/Blue Cross Blue Shield
 - Dental Insurance: ANTHEM/Blue Cross Blue Shield
 - Vision Insurance: ANTHEM/Blue Cross Blue Shield
 - Basic and Supplemental Life Insurance: MetLife
 - Long Term Disability Insurance: The Standard
- Supplemental insurance products:
 - AFLAC: Cancer, Hospital Intensive Care, Short Term Disability, Group Accident, Group Critical Access, and Group Hospital Indemnity
 - Allstate: Life Insurance and Short-Term Disability
 - Colonial Insurance, Principal Financial, TransAmerica: Hospitalization, Cancer, Short Term Disability, Accident, Critical Care, and Whole Life Insurance
 - Liberty National: Life Insurance
 - Mass Mutual Financial Group/Capstone: Whole Life Insurance/ Mass @WORK

MACON BIBB Human Resources strives to provide employee benefits programs that best meet the needs of employees, retirees, their dependents, and to assist participants in utilizing their plans effectively.

III. SCOPE OF SERVICES

Macon-Bibb County requests proposals from qualified licensed consultants to provide consulting and support services for Macon-Bibb County's current and future employee benefits. Macon-Bibb seeks a consultant that is well versed in the Georgia benefits market, experienced in advising comparable companies and works well with various levels of staff and management. Submitted proposals must meet all requirements set forth in this Request for Proposal (RFP).

Winning consultant will not be eligible for commissions from insurance products as Macon-Bibb has a strict "No Commission Policy".

The contract term will be a one-year contract, with the option to renew two (2) additional one-year periods.

Please see attachment B for Scope of Services.

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be organized in a manner to display the required information in easily accessible tabs labeled with table of contents:

Consultant Background

- Letter of Interest
- History of the Consultant which shall include the number years in business under the same name, date established, firm's size, philosophy and culture, and number of employees.
- Contact information (including address(es), telephone/Fax numbers, email, etc.
- Structure of the firm (include principal(s), project team, if applicable)

Experience

- Resume(s) of key personnel
- Proposers are to submit at least three (3) references with similar experience.
- List of projects with similar scopes and size
- Proposer shall have the skill, experience, necessary facilities and ample financial resources to perform the services in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected.

Services

- Provide a complete description of services to be provided. Include both services outline this solicitation/scope of work, as well as additional recommended services, including a description of unique consulting services the firm will offer Macon-Bibb, please specify services to be provided by the firm's staff or through an affiliate of the firm.

Project Approach/Timeline

- Provide a detailed plan for accomplishing the Work.

Project Approach/Timeline

- Provide a project schedule outlining each identified deliverable

Price Proposal

- Provide prices for performing the services as mentioned in this solicitation/ Scope of Work. Pricing proposals should be provided in a separate sealed envelope (marked Cost Proposal (RFP # 25-026-LH)).

V. SCORING (total possible number of points = 100)

Experience – Maximum 35 points

Project Approach – Maximum 20 Points

Project Timeline – Maximum 20 Points

Price – Maximum 25 Points

VI. AWARD BASIS

Awards will be recommended to the respondent with the highest number of points. Scoring will be performed by designated committee members.

VII. CONFIDENTIALITY AND OPEN RECORDS

- A. In order to ensure compliance with Georgia's Open Records Act, the following language must be included in all Macon-Bibb County contracts and will be a required term for any contract entered into as a result of this solicitation.

The Parties acknowledge that both Vendor and County are required to comply with the Georgia Open Records Act, O.C.G.A. § 50-18-70, et seq. See, *Milliron v. Antonakakis*, 905 S.E.2d 657 (Ga. 2024). As a result, Vendor acknowledges and agrees that County may make such disclosures as are authorized or required under the Georgia Open Records Act, notwithstanding any claims of confidentiality asserted by Vendor as to any records or data in the County's possession.

Upon execution of this Agreement, Vendor shall designate in writing that one or more of its officers shall be the open records officer for Vendor in accordance with the Open Records Act. In the event that Vendor receives a request for records under the Open Records Act, Vendor shall notify County within two business days by sending an email, return receipt requested, to OpenRecordsNotices@maconbibb.onmicrosoft.com. Vendor shall provide County with copies of all records proposed for production prior to responding to such request. Vendor shall assert all

exemptions and exceptions available to the fullest extent of the law and shall not produce any records which are subject to withholding under the Open Records Act or any other state or federal law. Vendor shall have a duty to consult with independent legal counsel concerning which records

are or are not subject to production prior to making any production and shall certify to County at the time the proposed production is provided to County that the records contained therein have been reviewed by counsel for responsiveness and that all information that is protected or protectable from release under the law has been redacted therefrom. Vendor shall be responsible for calculating response costs and billing requestors for all requests sent in accordance with the Open Records Act, and Vendor's complete compliance with the provisions of this section shall be performed at no cost to County.

Vendor assumes all civil and criminal liability for its own compliance with the Open Records Act. In the event that Vendor produces material records that are subject to withholding under the Open Records Act, and it would be impossible or very difficult to accurately estimate the damage and harm caused to County by such production, then Vendor shall pay County the sum of \$10,000.00 per request as liquidated damages. The Parties intend that these liquidated damages shall constitute compensation, and not a penalty, and that the liquidated damages are a reasonable estimate of the anticipated or actual harm that might arise from a breach by Vendor. Where actual damages are calculable, then County shall reserve the right to seek actual damages for the harm caused by such production instead of liquidated damages. Nothing herein shall be construed as limiting in any way the County's right to seek injunctive, declaratory, or other relief to prevent the release of protected information prior to any such production being made.

VIII. SUBCONTRACTOR REPORTING REQUIREMENTS

- A. Contractor shall submit a "Subcontractor/Supplier Participation Report" on this contract quarterly to the Macon-Bibb County Office of Small Business Affairs which shall include the following:
 - 1. The name of each subcontractor or supplier participating in the contract.
 - 2. A description of the work to be performed, materials, supplies, and services provided by each subcontractor or supplier.
 - 3. Whether each subcontractor or supplier is a minority owned, woman owned, LGBTQIA+ owned, veteran owned, disabled person owned, Certified Disadvantaged Business Entity, non-profit, or local business.
 - 4. Whether each subcontractor is a supplier, subcontractor, or other.
 - 5. The dollar value of each subcontract or supply agreement.
 - 6. The actual payment to date of each subcontractor or supplier participating in the contract
- B. The report shall be updated during the applicable quarter by the Contractor whenever any of the approved subcontractors or suppliers have completed the portion of the work they were contracted to perform. Copies of this report should be transmitted promptly to the Macon-Bibb County Office of Small Business Affairs.
- C. The County may withhold any payment due to the Contractor on any project for failure to submit the Subcontractor/Supplier Report within thirty (30) days following the end of the calendar quarter or for the failure to submit updates to the quarterly report within thirty (30) days of any subcontractor or supplier having completed the portion of work they were contracted to perform.