



BOONE COUNTY HUMAN RESOURCES

116 West Washington Street, Room 104
Lebanon, Indiana 46052

2023 Request for Proposal

Employee Benefits Broker Services

Purpose

Boone County is seeking proposals from qualified consultants that will help guide its ongoing benefit/wellness strategy.

Submission Information/Timing

The bidder is responsible for providing all information requested in this RFP and failure to do so may result in disqualification of the proposal. During the evaluation process, the County may request firms to answer further questions about their proposal. Boone County has the right to select any proposal it may choose or none at all in its sole discretion based on any requirements it chooses.

This request for proposal (RFP) is issued by the County. All proposals should be delivered to:

Boone County, Attention: Megan Smith
Human Resources Director
116 W. Washington Street RM 104
Lebanon, Indiana 46052
or delivered electronically to megsmith@co.boone.in.us

Mailed and delivered proposals shall be delivered in sealed envelopes marked on outside of package, and emailed proposals shall be delivered with subject line as follows: 2023 Benefit Broker Services RFP

Proposals must be received by 8:30 a.m. Monday, November 20th, 2023.

PROPOSALS SUBMITTED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

Benefit Overview

1/1/2024 renewal for health, dental, vision

Services Requested

The County is looking to do a deep dive into all products and services to ensure we are providing appropriate coverage with the best cost/benefit relationship.

PROPOSAL QUESTIONNAIRE

Firm History and Experience

1. Provide a brief history of your firm and your business philosophy.
2. Describe the influence/involvement of your firm in the employee benefits community.

Account Team Qualifications

1. Provide an overview of the account team that would be assigned to the County. For each member of the team, provide highlights outlining qualifications and experience.
2. Provide a summary of roles and distribution of responsibilities.
3. Describe your approach to the ongoing training of your staff.

Clients

1. Describe specific innovative strategic solutions you have implemented for clients similar to the County that highlight your benefits consulting expertise.
2. Describe your internal mechanism for ensuring customer satisfaction with your services.
3. Provide contact names and phone numbers for 3 references.

Services

1. Provide an overview of your approach to strategic planning for and with clients.
2. Provide an overview of your account support and administration services, including enrollment coordination and ongoing support for the County employees.
3. Describe your capabilities in ongoing plan performance monitoring, plan performance forecasting, claims experience analysis, benchmarking, and reporting.
4. Describe your capabilities in employee communications.
5. Describe the educational services you provide, especially in the field of compliance.
6. Describe your use of technology to support online employee services and education.
7. Describe any additional service options that may be of interest to the County.

8. Describe attributes that make you a valuable strategic partner to the County.
9. Provide a detailed fee schedule outlining the services as presented in your proposal. If the proposal includes any expenses to be billed separately from professional fees, provide a detailed estimate of such expenses.
10. Would you be willing to execute a contract with Boone County stating that you will not receive any additional undisclosed compensation from any parts of the benefits plan including but not limited to:
 - a) Pharmacy rebates
 - b) Pharmacy benefit manager (PBM) broker contact incentives (e.g., dispensing/fill fee per prescription)
 - c) Stop loss per employee per month (PEPM) commissions
 - d) Override Commissions
 - e) Ancillary benefit compensation