



Great Rivers Greenway

REQUEST FOR QUALIFICATIONS FOR EMPLOYEE BENEFITS BROKER SERVICES

SUBMITTAL DUE DATE: Tuesday March 21, 2023
4:00 pm Central Standard Time

SUBMITTAL LOCATION: www.greatriversgreenway.org/jobs
Register online to receive upload link and other instructions. Submit qualifications in .PDF format only.

PURPOSE

Great Rivers Greenway (“GRG”) requests submissions from qualified firms to provide employee benefit broker services including recommendations for offerings that may enhance offerings while containing costs. The District’s benefits are offered on a calendar year basis.

ANTICIPATED PROCUREMENT SCHEDULE

March 3, 2023:	GRG Issues Request for Qualifications
March 21, 2022:	Qualification Submittals Due to GRG’s Web Site 4:00pm Central
Week of April 3:	Interviews with selected firms (if needed)
April/May 2023:	Firm Selected

BACKGROUND

Great Rivers Greenway is a regional public agency serving the City of St. Louis, St. Louis County and St. Charles County. Formed under RsMO 67.100 as the Metropolitan Parks and Recreation District of St. Louis, d/b/a as Great Rivers Greenway. Primary sources of revenue include two sales taxes (Prop C and Prop P), rental income from owned properties, federal grants and private donations through Great Rivers Greenway Foundation.

GRG connects the St. Louis region with greenways, making it a vibrant place to live, work, and play. Through this effort, GRG works to provide active transportation alternatives, seek infrastructure reuse, preserve nature, improve health and increase equitable economic vitality of the St. Louis Region. More information can be found at <http://greatriversgreenway.org>.

Great Rivers Greenway is operated by a 36-member staff and governed by a 12-member Board of Directors. Staff members work within five groups referred to as Build, Promote,

Sustain, Administration/Finance, and the Great Rivers Greenway Foundation. The Great Rivers Greenway Foundation is a separate 501c3 organization supporting private funding of greenway projects and is housed within the GRG offices.

Great Rivers Greenway is committed to Diversity, Equity and Inclusion. Our DEI Plan can be found here at <http://bit.ly/GRGDEI>,

QUALIFICATIONS

The selected firm will be the one that best demonstrates the ability to provide comprehensive employee benefit broker services in a timely and effective manner. The firm must be licensed in the State of Missouri and comply with all applicable federal, state and local regulations.

Qualified firms must demonstrate capacity, experience and success with assignments of this type. All proposals will be evaluated on the criteria listed under "Selection Process" section below.

SCOPE OF SERVICES

The District is seeking an experienced, customer-service oriented firm to assist with the procurement and administration of medical, dental, vision, life, short- and long-term disability insurance plans and other relevant minor benefits that may be appealing.

This request does not give the proposer the right or responsibility to approach the insurance market on our behalf without express permission of the District.

Scope of services for this assignment may include the following:

- After gaining understanding the District's current employees and offerings, provide options for the 2024 benefits. Options should consider cost (employer and employee/family contributions), coverage levels and breadth of offerings.
- Ensure employee access to quality care through broad and accessible provider network and managed care options.
- Provide options that consider equitable access for all and wellness (including mental health).
- Meet administrative and service needs of the District, including compliance with IRS regulations
- Work directly with carriers on issues that may arise including premiums, benefit levels, plan design and special terms and conditions
- Establish comprehensive claims reports for provided coverages, including detailing paid claims, premium funding and enrollment summaries
- Provide up to date technology programs for enrollment, billing and employee usage
- Provide high quality communication materials, surveys and meeting materials to promote understanding of employee benefits
- Assist with implementation and communication of any new programs or changes to existing programs, including attending and presenting information for open enrollment.

- Prepare bid specifications, solicit proposals and negotiate renewals and cost for relevant insurance markets. Evaluate bids and bidders, including administration, claims procedures, customer service, network, financial soundness and identifying the most cost-beneficial options for consideration. Options should be provided to leadership not later than October 1, 2023
- Other benefits related tasks as mutually agreed upon

INSTRUCTIONS FOR PREPARING PROPOSALS

Please upload your submission as a single .PDF file to the GRG web site (link will be provided to you). Submission file should include:

Submission must include the following:

- A. **Signed Letter of interest** that clearly summarizes:
 - Qualifications of the firm
 - Primary contact
 - Understanding of the assignment
- B. **Overview of firm** and individuals assigned to this effort. Include a list of insurance companies and markets currently represented by the firm.
- C. **Experience:** Description of proposer's experience with local governments and similar agencies.
- D. **References:** Provide three relevant references (including reference's contact information) for similar clients.
- E. **Capacity/Approach:** Description of the firm's understanding of the requested services including firm's capacity to provide excellent customer service as well as approach to the assignment. This should include the process used to evaluate the District's needs and objectives and how they may be met best with insurance providers in the marketplace. Include a timeline for providing options for 2024 benefits assuming engagement begins May 1, 2023.
- F. **Compensation:** Explain how your firm is compensated.
- G. **Conflicts:** Explanation of possible conflicts of interest that may arise and proposed resolution of the conflict(s). Please address whether the firm or any individuals in the firm has interests or relationships which may conflict with or compromise the service expected by the District.
- H. **Other:** Please explain any unique factors that you believe should be considered by the District.
- I. **Ownership:** Description of the firm's ownership structure, including percentage ownership by women and minorities and DBE/WBE/MBE certification.
- J. **DEI Commitment:** Approach and commitment to firm's Diversity, Equity and Inclusion efforts.

It is the sole responsibility of the proposer to ensure the PDF statement of qualifications is received in proper time. **No printed, faxed or verbal submittals will be accepted.**

SELECTION PROCESS

Proposals will be evaluated on the following criteria:

- Demonstrated experience in providing relevant services to similar clients
- Proposed approach/capacity to meet the District's needs and timing
- Capacity and expertise of staff assigned
- Added value to the District based on unique staff experience, previous work, additional skills, approach or other factors
- Compensation
- M/WBE status
- Commitment/Approach to Diversity, Equity and Inclusion

Upon submission of qualifications, the District will conduct interviews with selected firms and then select a firm.

QUESTIONS RELATED TO THIS RFQ:

Questions related to this request should be directed to Michelle Bock (mbock@grgstl.org).

GENERAL PROVISIONS

Any contract awarded as a result of this RFQ will be awarded without discrimination on race, color, religion, age, sex, sexual orientation or national origin.

The selected firm must provide an affidavit of compliance with the federal work authorization program and a copy of the firm's E-Verify Memorandum of Understanding.

While not a requirement, Minority and Women Business Enterprise goals of 25/5% have been established by GRG, i.e. 25% of the total contract amount to be awarded to Minority Business Enterprises (MBE) and 5% of the total contract amount to be awarded to Women Business Enterprise (WBE).

Preference may be given to businesses located within St. Louis City, St. Louis County or St. Charles County (GRG), and secondarily within the state of Missouri.

GRG reserves the right, at its sole discretion, to 1) reject any or all submittals and/or consultant team participants when, in the District's opinion, it is determined to be in the public interest to do so, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, 4) request additional information which may be deemed necessary.

This Request for Qualifications does not obligate GRG to pay any costs incurred by any respondent with their submission.