

**RFQ 2024-06 Employee Insurance Broker
INSTRUCTIONS TO PROPOSERS**

Instructions to Proposers

Proposers interested in the Work are instructed to submit three (3) original hard copy and one (1) electronic copy (USB flash drive) of its complete proposal in accordance with this RFQ, no later than **April 23, 2024 at 3:00 PM., Eastern Time** unless otherwise changed through an addendum to this RFQ, to the County Manager's Office at 450 W. Walnut St., Monticello, FL 32344. Proposals received after this date and time will not be considered and will be returned unopened. The USB flash drive will not be returned. Cost proposal must be submitted separately.

All Proposals and all attachments must be bound and delivered **SEALED** to the County at the address shown below no later than the time and date set for receipt of Bids. Deliver OR mail the Bid in a sealed envelope/package to:

**JEFFERSON COUNTY MANAGER'S OFFICE
ATTN: RFQ # 2024-06
GUS ROJAS
445 W. Palmer Mill Rd.
MONTICELLO, FL 32344**

The front lower left corner of each **SEALED** envelope/package must contain the following information for proper identification:

Employee Insurance Broker RFQ # 2024-06 Attention: Gus Rojas DUE NO LATER THAN: April 23, 2024, at 3:00 PM, EST

1. Include name and address of Proposer on each sealed envelope/package.
2. If Proposal is contained in multiple packages, number each sealed package sequentially, i.e., "1 of 3", "2 of 3", "3 of 3".
3. Cost proposal envelope/package must be labeled in the same manner as above and clearly identified as such, in a separate sealed envelope/package.

All Proposals received will be recorded and date stamped at the Jefferson County office located at 450 W. Walnut St., Monticello, FL 32344.

Submission of Proposals by fax or other electronic means will not be accepted. Any proposals received after the stated time and date will not be considered. Late proposals will not be opened at the public opening. Arrangements may be made for the unopened proposals to be returned at the Proposer's request and expense.

Proposals may be withdrawn or modified only by written notification from the Proposer prior to the time fixed for the opening of Proposals. Negligence on the part of the Proposer in preparing the Proposal confers no right for withdrawal of the Proposal after it has been opened.

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Proposal Must Address:

The Proposal must address the requirements in a clear and concise manner in the order stated herein. Proposals must be divided as described below and must include the information/documents specified in the applicable divider. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the County.

The County reserves the right to seek additional/supplemental representation on specific issues as needed.

Proposals should be typed. **No changes in or corrections to Proposals will be allowed after the Proposals are opened.**

The signer of the Proposal must declare that the Proposal in all respects fair and in good faith without collusion or fraud and that the signer of the Proposal has the authority to bind the principal Proposer.

The County will not be liable for any costs incurred by Proposer prior to entering a contract. Therefore, all Proposers are encouraged to provide a simple, straightforward, and concise description of their ability to meet the RFQ requirements.

PROPOSAL CONSTRUCTION

Proposer will construct its Proposal in the following format as outlined and a divider must separate each section as prescribed.

TAB 1 – PROPOSAL TRANSMITTAL FORM ON THE FIRMS LETTERHEAD (FORM 1)

All signatures must be by an individual with authority to legally bind the Proposer, witnessed, and corporate and/or notary seal (as applicable.) If the individual signing the Proposal Transmittal Form does not have apparent authority to legally bind the Proposer, attach documentation demonstrating such authority. The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the webpage(s) from <http://www.sunbiz.org> as certification of this required information. Verify that all addenda and tax identification number have been provided.

TAB 2 – EXECUTIVE SUMMARY AND QUALIFICATION APPLICATION (FORM 2)

This summary should be no more than three (3), front and back, pages. Include Form 2, Qualification Application and Questionnaire.

TAB 3 – LETTERS OF REFERENCE (FORM 3)

Include three reference letters from similarly situated entities, communities or local governments dated 2016 or later. Letters must be on the entities letterhead and signed by an authorized official and include a brief description of the project and results, date of the project and name of contact person, e-mail, and phone number.

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TAB 4 – KEY STAFF

Include a summary of leadership and key staff, their role and experience that will be assigned to work with the County. Include behind the summary a resume of each staff listed in the summary with relevant information to the services be requested (limit one page, front and back, per person).

TAB 5 – APPROACH

Include a detailed description of how your organization will approach the services being requested

TAB 6 – REQUIRED FORMS DOCUMENTS AND CERTIFICATIONS

The following forms must be fully filled out and signed by a person with authority to bind the Proposer:

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|-------------|---|
| Form No. 3 | Letter of Reference |
| Form No. 4 | Indemnification and Hold Harmless Statement |
| Form No. 5 | Public Entity Crimes Sworn Statement |
| Form No. 6 | Equal Employment Opportunity/Affirmative Action Statement |
| Form No. 7 | Drug Free Workplace Certification |
| Form No. 8 | Conflicts of Interest Disclosure |
| Form No. 9 | Non-Collusion Affidavit |
| Form No. 10 | Ethics Clause & Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements |
| Form No. 11 | List of Proposed Sub-Contractors |
| Form No. 12 | Certification Regarding Debarment, Suspension, and Other Responsibility Matters -Primary Covered Transactions |
| Form No. 13 | E-Verify Certification |
| Form No. 14 | Insurance Certification |
| Form No. 15 | Comments on Proposed Contract |

Please note any concerns with the proposed contract on Form No. 15. Any comments that are included on this form regarding the contract documents will be forwarded to the legal department for review. The County's acceptance of comments does not guarantee any revision to the contract documents. Comments not included on this form **WILL NOT** be considered. Please indicate NONE or Not Applicable (N/A) if there are no comments on the proposed contract documents.