

Eureka County Health Insurance Committee

PO Box 714 Eureka, Nevada 89316

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Release Date: July 3, 2018

Closing Date: July 24 at 4:30 pm local time

Request for Qualifications

County Insurance Brokerage Firm

For

Eureka County, Nevada

I. Introduction

Eureka County is seeking statement of qualification from brokerage firms to serve as County Insurance Broker. Eureka County is located in Central Nevada, with three communities including Eureka, Crescent Valley and Beowawe. Eureka County currently has seventy-seven (77) benefited employees and twenty-five (25) retired employees enrolled on the insurance benefit program. Eureka County has multiple departments which include both exempt and non-exempt employees. The successful Firm/Individual will serve Eureka County as an independent contractor and assist County staff with obtaining competitive insurance quotes including, but not limited to, medical, dental, vision and life insurance. All work performed will be in and for Eureka County, Nevada.

II. Scope of Work

The successful firm/individual will be responsible for duties for the County and report directly to Eureka County. The work may require but is not limited to the following duties.

- Firm/Individual must be properly registered, licensed and in good standing in the State of Nevada.
- Firms/Individuals will need to obtain competitive insurance quotes for review and selection by Eureka County.
- Firms/Individuals will need to have knowledge and experience with self-funded programs and be able to assist the County if that is considered in the future.
- Firms/Individuals will need to have knowledge of small government entities and renewal timeframes for insurance related matters.
- Must be available to attend County Commissioner or staff meetings as required to provide updates to Eureka County.
- Must be available to attend annual open enrollment meeting in both Eureka and Crescent Valley.
- Firms/Individuals will need to facilitate any concerns that arise between Eureka County and insurance providers and be willing to mitigate those concerns.
- Firms/Individuals will need to be available during business hours.

III. Proposal

The consultants' proposal shall demonstrate similar type functions as a brokerage firm for Cities, Towns, and Counties of like size within the State of Nevada. The proposal shall include the following:

- A cover letter signed by a Firm's principal or individual owner.
- A description of the Firm's/Individual's background and qualifications for performing the required services.
- Narrative on how you would approach the scope of work, citing examples of past performance.
- Summary of your experience with similar functions, as a City, Town or County broker, that would substantiate your qualifications to perform the work.
- Location of the office that will provide required services.
- References, three (3) minimum including client contact with name, position and phone number.
- Resume, including qualifications and location of the individual that would act as Broker.
- Resumes, including qualifications and location of individuals that would be assisting the Broker.
- Firms may provide any other information relevant to the selection of a consultant for County Insurance Brokerage Firm.
- Proposals shall be limited to ten (10) pages, including references and individual resumes.

IV. Evaluation and Selection Process

The selection process of the Consultant will be based on the following criteria and the relative importance of each of the criteria as outlined below:

- Experience and past performance of the individual and Firm's personnel to serve as broker in rural Nevada.
- Ability and past experience of the Firm in providing the services outlined in the scope of work.
- Familiarity with different types of insurance providers, health care laws and changes which may affect Eureka County.
- Qualifications of staff members assigned to the team. Competence and capability of the proposed individual to serve as County Insurance Broker.

The Health Insurance Advisory Committee will evaluate the statement of qualifications and make a recommendation to the County Commissioners for selection of the County Insurance Brokerage Firm. The Committee or Commissioners may elect to request from a short list of firms an interview, or make a selection directly from the statement of qualifications.

V. Inquires

Please direct all inquires, in writing, regarding the scope of work and the Request for Qualification process to:

Jayne Halpin
Eureka County
Health Insurance Committee
P.O. Box 714
Eureka, NV 89316
(775) 237-5372

VI. Submittal

All proposals, whether selected or rejected, shall become the property of Eureka County. Cost of preparation of the proposal will be the responsibility of the company submitting the proposal. A principal of the Firm who has the authority to sign contracts for the Firm shall sign the proposal.

Please include eight (8) copies of all material and proposals submitted. The responses to the Request for Qualification will be accepted only in a sealed envelope until 4:30 pm local time on July 24, 2018. The proposal must be in the possession of:

Eureka County
Health Insurance Committee
701 S. Main Street
P.O. Box 714
Eureka, Nevada 89316
(775) 237-5372

Facsimiles and/or emails will not be accepted.

VII. Presentation

A presentation meeting will be held on August 2, 2018 at 9:30 a.m. Each Brokerage Firm that successfully submitted a Statement of Qualifications will be allowed twenty (20) minutes to present their firm to the Health Insurance Advisory Committee.