



SOQ No. 23-035

Benefits Consulting Services

Submission Deadline: December 14, 2023 at 3:30 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the public notice and Jefferson Parish Code of Ordinances Section 2-926 et seq. All submissions must be received on the Purchasing Department's e-Procurement site, www.jeffparishbids.net, by the SOQ submission deadline date and time. Late submissions will not be accepted.

Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, LA 70053
Donna Reamey
Dreamey@jeffparish.net
504-364-2684

PUBLIC NOTICE
SOQ 23-035

Benefits Consulting Services

The Parish of Jefferson, authorized by **Resolution No. 143181** is hereby soliciting Statements of Qualifications (SOQ) (General Professional Services Questionnaire) from firms or individuals interested and qualified in providing employee benefits consultant services to include a full range of services related to design, implementation, maintenance, communication, and improvement of the Jefferson Parish Employee/Retiree Benefits Program. Jefferson Parish Government consists of approximately thirty departments providing services for the citizens of Jefferson Parish. Services provided include, but are not limited, to water, sewage, drainage, streets, fire and supporting departments. Included in the employee benefits plans are employees of the 24th Judicial District Court, Juvenile Court, First and Second Parish Courts, the District Attorney's Office, the Coroner's Office, the Justices of the Peace, and the Constables Offices. There are approximately 3,000 benefits eligible employees and approximately 1,100 medically covered retirees.

The proposer will provide benefits consulting services for employee and retiree benefits, including conducting analysis necessary to review and advise Jefferson Parish in the selection of health and welfare benefits plans for Jefferson Parish beginning January 1, 2024.

Deadline for Submissions: 3:30 p.m., December 14, 2023

Minimum Qualifications

In order to be considered the proposer must meet the following requirements and these qualifications cannot be delegated to another entity. Failure to meet any of these requirements at the time of the submission deadline will result in the disqualification of a proposal:

1. Proposer (firm or members of the firm) must be a licensed insurance producer in Louisiana.
2. Proposer must have at least ten (10) years of experience in providing benefits consulting for fully-insured and self-funded large groups (2,000+) of employees.
3. Proposer must have at least five (5) years of experience in providing benefit consulting experience with government agencies.

Evaluation Criteria

1. Proposed Annual Consulting Fee – 25 Points Maximum
2. Demonstrated professional experience providing benefits consulting services to fully-insured and self-funded large groups (2,000+) of employees – 20 Points Maximum
3. Demonstrated experience providing benefits consulting services to government agencies – 20 Points Maximum
4. Location of the principal office where work will be performed, with preference given to firms with offices located in Jefferson Parish – 5 Points Maximum
5. The capacity to provide benefit consulting services for fully-insured and/or self-funded insurance plans, as well as the ability to provide an experienced designated point of contact or service team for Jefferson Parish- 15 Points Maximum
6. Information demonstrating the respondents understanding of the nature and scope of services required for this SOQ - 15 Points Maximum

Interested proposers must submit (1) online submission.

The firm submitting a Statement of Qualification (General Professional Services Questionnaire) must identify all subcontractors who will assist in providing professional services for the project, in the professional services questionnaire. Each subcontractor shall be required to submit a (General Professional Services Questionnaire) and all documents and information included in the questionnaire. (Refer to Jefferson Parish Code Ordinance, Section 2-928) A copy of the Statement of Qualifications packet can be obtained at www.jeffparishbids.net.

Submissions will only be accepted electronically via the Parish's e-Procurement system, Central Bidding. All vendors will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by visiting www.centralauctionhouse.com.

Interested firms and/or individuals must submit electronically through www.jeffparishbids.net no later than **3:30 p.m. on December 14, 2023**

No submittals will be accepted after the deadline.

Disputes/protests relating to the decisions by the evaluation committee or by the Jefferson Parish Council shall be brought before the 24th Judicial District Court.

ADV: The New Orleans Advocate: November 29, and December 6, 2023