Request for Proposal RFP 27-08

City of Mableton Employee Benefits Brokerage and Consulting Services

Procurement Schedule of Events

The schedule below establishes the City's anticipated procurement sequence. The City may revise the schedule by written addendum. Respondents are responsible for monitoring the official solicitation posting for updates.

RFP Event Information	Date	Time
RFP Reissued	**10.26.2026**	**10:45 AM EST**
Questions Due	**11.30.2026**	**10:45 AM EST**
Addendum Issued if any	**11.02.2026**	**10:45 AM EST**
Proposals Due	**11.23.2026**	**10:45 AM EST**
Evaluation Deadline	**12.07.2026**	**10:45 AM EST**
Interviews or BAFO if requested	**TBD**	**TBD**
Notice of Intent to Award	**TBD**	**TBD**
Mayor Council Consideration	**TBD**	**TBD**

Notice to Proposers

The City of Mableton, Georgia, invites qualified employee benefits brokerage and consulting firms to propose services that strengthen employee benefits, support HR administration, and manage the total cost of coverage. The City seeks a broker that provides independent recommendations, transparent compensation, responsive employee support, and practical expertise serving Georgia local governments.

Intent to Submit a Proposal

Interested firms are encouraged to notify purchasing@mableton.gov of their intent to submit. Procurement will maintain a contact list and provide solicitation information. Notice of intent is not a condition of eligibility. Firms remain responsible for obtaining the complete solicitation, monitoring the Georgia Procurement Registry, and acknowledging all addenda.

Proposal Submission Requirements

All proposals and addenda shall be submitted electronically on one USB flash drive enclosed in a sealed package. Files must be searchable, unencrypted, and free of password protection. Include the proposal and signed forms as PDFs and the pricing and requirements response as editable Excel files. Paper proposals submissions will not be accepted. You can email your proposals to purchasing@mableton.gov.

You can also mail the proposals to the address below. HAND DELIVERY IS NOT ACCEPTED! I REPEAT HAND DELIVERY IS NOT ACCEPTED!

Each USB flash drive shall be enclosed in a sealed package clearly labeled with:

- Firm Name
- Firm Address
- Solicitation Number: **RFP 27-08**
- Project Title City of Mableton Employee Benefits Brokerage and Consulting Services

Proposals can also be ONLY mailed to: HAND DELIVERY IS NOT ACCEPTED!

City of Mableton – Procurement Division
5656 Mableton Parkway
Mableton, GA 30126

Proposal Due Date 11.23.2026 AT 10:45 AM EST

Late proposals will not be accepted. A deadline may change only by City addendum.

Questions Regarding Solicitation

Submit all questions, clarification requests, and interpretations to purchasing@mableton.gov during the published Q&A period. Telephone calls and oral statements do not modify the solicitation. Do not contact elected officials, evaluators, or other City personnel concerning this competition without written Procurement authorization.

- **Addenda: All clarifications, corrections, and amendments will be posted on the Georgia Procurement Registry. Each proposer must monitor the posting and acknowledge all addenda in its Proposal Letter and Certification.**

Business License Requirements

A City of Mableton business license is not required merely to submit a proposal. Provide current business license or equivalent legal registration evidence as applicable. The successful proposer must satisfy applicable City licensing requirements before contract execution.

Vendor Registration and Required Documents

Prospective vendors may review the City's vendor requirements at **www.mableton.gov under Finance, Procurement, and How to Become a Vendor.** Required documents are divided by submission stage to avoid conflicting instructions.

Required With the Proposal

- ✦ Signed Proposal Letter and Certification with all addenda acknowledged.
- ✦ Contractor E-Verify affidavit in Exhibit A when applicable, or legally supported exemption documentation.
- ✦ Notarized Non-Collusion Affidavit in Exhibit C and signed Exhibit D Drug-Free Workplace Certification.
- ✦ Completed Exhibit E Submission Checklist and all required proposal attachments.
- ✦ Specific confidentiality claims with a supporting affidavit where required, plus a proposed redacted copy and redaction log when claiming protected material.

Required From the Awarded/Selected Proposer

- ✦ Vendor registration forms and W-9.
- ✦ Business-license or applicable legal registration evidence.
- ✦ Certificates of insurance and required endorsements.
- ✦ Applicable subcontractor affidavits within legally required timeframes and before applicable services begin.
- ✦ Final City-approved agreement, scope, implementation plan, pricing, acceptance criteria, service levels, and security terms.

The City will state the deadline for award stage records in its written request. These requirements do not defer a document legally required with the proposal. Work may begin only after authorized execution, applicable purchase order, and written notice to proceed.

City rights and proposal records

The City may reject any or all proposals, cancel the solicitation, seek clarification, negotiate permitted terms, or waive nonmaterial informalities consistent with its purchasing policy and applicable law. A material deficiency will not be waived if doing so would prejudice competition. Preparation costs are the proposer's responsibility. The City does not guarantee award, insurance placement, enrollment, premium volume, or compensation.

Proposals and related records are subject to applicable Georgia public records law. Identify each claimed protected passage, explain the specific legal basis, and provide a proposed redacted copy with the submission. Blanket confidentiality markings do not bind the City. The City determines disclosure obligations with Legal review as needed. Do not include employee medical information or unnecessary personal identifiers in proposals.

Protests must follow the City's current purchasing policy. Any notice of intent to award will identify the applicable protest instructions and deadline.

City of Mableton

PROPOSAL LETTER

We propose to furnish and deliver all the deliverables and services named in the attached Request for Proposal (RFP). The price or prices offered herein shall apply for the period stated in the RFP. We further agree to strictly abide by all the terms and conditions contained in the City of Mableton Vendor Manual as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this statement of Proposal and proposal constitutes an offer, which when accepted in writing by the Purchasing Division, City of Mableton, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Mableton.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFP and that this statement is made by the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this statement meet or exceed all such City specifications. We further agree, if you awarded a contract, to deliver goods and services which meet or exceed the specifications. The City of Mableton reserves the right to reject any or all offers, waive technicalities, and informalities, and to make an award in the best interest of the city.

It is understood and agreed that this statement of Proposal and proposal shall be valid and held open for a period of sixty (60) days from the opening date.

Additionally, the proposer certifies compliance with the applicable provisions of the Official Code of Georgia Annotated (O.C.G.A.) Title 13, which governs public contracts, and Title 50, Chapter 5, which addresses procurement and bidding processes for public entities in the State of Georgia. The proposer acknowledges that any violation of these statutes may result in disqualification from future contracts and potential legal penalties.

Furthermore, the proposer acknowledges compliance with O.C.G.A. § 45-10-20 et seq., which prohibits conflicts of interest in public contracting and ensures that no public officer or employee has a direct financial interest in the contract. The proposer also certifies adherence to Georgia's Illegal Immigration Reform and Enforcement Act of 2011 (O.C.G.A. § 13-10-91), confirming that the proposer and all subcontractors have registered and participated in the federal E-Verify program to verify employment eligibility.

PROPOSAL SIGNATURE AND CERTIFICATION

(Proposer to sign and return)

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer

I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect throughout the contract.

Addenda acknowledged by number and date: _____

_____ _____

Authorized Signature Date

_____ _____

Name Company Name

City of Mableton

1 Program context and contract structure

1.1 City benefit program

The selected firm will support HR and Finance in administering and improving the City's employee benefit program. Potential services include medical, dental, vision, life, accidental death and dismemberment, short-term and long-term disability, pharmacy, employee assistance, wellness, and voluntary benefits. The final scope will reflect the City's actual programs and approved changes. Retirement investment advice and property and casualty brokerage are excluded unless separately procured or expressly added through an authorized amendment.

Program information to be completed by HR	Current information
Eligible employees and enrolled employees	80
Dependent enrollment and coverage tiers	Proposer
Current carriers and benefit lines	Carrier and Plan
Funding arrangements and annual premiums	Benefit Line
Plan year and renewal dates	?
Current broker and agreement expiration	?
Benefits administration system and integrations	?
Retiree coverage or OPEB obligations	Confirm
Expected staffing growth and new departments	Available Projections

Any material clarification will be shared equally by addendum. Sensitive census or claims data will be provided only when needed through a City approved secure process. Proposers must identify data limitations and assumptions without soliciting confidential information directly from carriers or employees.

2.2 Proposed term and appointment

Proposed term for City review: one initial year with up to four additional one-year renewals, subject to satisfactory performance, negotiated compensation, required approvals, lawful funding provisions, and a written renewal. No automatic renewal is authorized. The final agreement will establish effective dates, renewal procedure, and termination rights.

The City anticipates selecting one firm. Carrier placements and broker-of-record appointments require separate written City authorization. Selection does not authorize the firm to bind coverage, change benefits, commit City funds, cancel policies, or execute documents on the City's behalf.

2 Minimum qualifications and responsibilities

2.1 Minimum qualifications

- Hold all Georgia agency and individual producer licenses and lines of authority required for the proposed services. Provide license numbers, expiration dates, and the name of the responsible licensed producer. Maintain required licenses throughout performance.
- Demonstrate employee benefits brokerage and consulting experience for public-sector employers. Provide three comparable client references; identify Georgia municipal experience when available. The City will evaluate relevance rather than require a particular firm size or geographic office.
- Identify a primary account manager, a licensed lead producer, backup personnel, and any actuarial, compliance, enrollment, or technology specialists. Demonstrate capacity to meet the proposed service levels.
- Disclose ownership, affiliates, carrier appointments, disciplinary actions, material litigation, and any restriction affecting performance. Explain corrective action and current status.
- Accept full compensation disclosure and the prohibition on unauthorized market blocking. Identify all proposed exceptions to the RFP and contract terms.

2.2 City and broker responsibilities

HR will define benefit objectives, confirm eligibility rules, approve employee communications, and administer day-to-day employer decisions. Finance will review financial projections, budget implications, and authorized payments. Procurement will control solicitation procedures, official communications, procurement records, and the contracting process. Legal will advise on legal obligations and contract terms. Final benefit and award decisions remain with the authorized City officials.

The broker will provide analyses and recommendations, prepare draft technical materials, support evaluations, negotiate when authorized, and document its work. If the broker assists with carrier or administrator solicitations, Procurement will approve the process, issue official solicitation documents and addenda when required, and maintain the procurement file. The broker shall disclose any financial interest in each recommended vendor and shall not evaluate its own affiliate without a City-approved conflict mitigation plan.

2.3 Subconsultants and independence

Identify every proposed subcontractor and affiliate, its scope, qualifications, compensation, and access to City data. Substitution or addition requires prior written City approval. The prime firm remains responsible for all performance. Disclose carrier exclusivities, preferred arrangements, referral relationships, and compensation incentives that could influence advice. Recommendations must address the City's interests and document alternatives considered.

City of Mableton

3 Strategic consulting and insurance marketing

3.1 Strategy and plan design

Assess the current program, employee needs, recruitment and retention goals, administrative capacity, and cost drivers. Develop a three- to five-year strategy with annual actions, projected costs, risks, and measurable objectives. Provide an annual work plan aligned with the City's budget and renewal calendars. Evaluate benefit designs, contribution tiers, dependent eligibility, network access, employee disruption, and affordability.

Benchmark against comparable Georgia and regional public employers using identifiable survey dates, peer characteristics, and data limitations. Evaluate fully insured, self-funded, level-funded, and eligible public-sector pool arrangements when appropriate. Each comparison must include administrative fees, commissions, stop-loss costs, reserves, runout liability, cash-flow effects, and operational requirements. Do not recommend a funding change solely on first-year premium savings.

3.2 Carrier and administrator marketing

Develop specifications and a marketing strategy for City approval. Identify eligible carriers, TPAs, PBMs, stop-loss carriers, and wellness providers with appropriate market access. Prepare uniform quote requests, document outreach and responses, and present comparable options covering benefits, exclusions, networks, guarantees, service terms, and total cost. Identify which markets are accessible directly, through wholesalers, or through affiliates and disclose all associated compensation.

Support formal carrier or administrator procurements when directed by Procurement. All official selection procedures and approvals remain under City control. Record the reasons for recommending a market, excluding an alternative, or retaining an incumbent. Carrier or vendor recommendations must identify financial relationships and any limitation on independence.

3.3 Renewal negotiations and coverage review

Validate renewal calculations and available claims experience. Challenge assumptions, negotiate rates and administrative charges, and document quoted and final terms. Submit a written recommendation early enough for City review, employee communications, and implementation. Compare renewals against alternatives and explain implementation risks and employee impacts.

Review proposed policies, funding agreements, plan documents, benefit summaries, service guarantees, and related documents for consistency with accepted terms. Track discrepancies to resolution and refer legal interpretation to City counsel. Coverage may be bound, changed, or cancelled only after the City provides written authorization through its designated representative.

3.4 No market blocking during broker selection

This solicitation selects the brokerage and consulting firm. It does not solicit insurance carrier quotes. Before written City authorization, a proposer shall not approach markets for City-specific quotes, reserve or block markets, submit broker-of-record letters, or represent that it is authorized to act for the City. Existing authorized servicing may continue within the incumbent's current authority. General descriptions of carrier access are permitted.

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4 Financial analysis compliance and employee support

4.1 Financial and actuarial support

Prepare annual benefit budget projections and recommended employee contribution options with transparent assumptions and sensitivity analysis. Provide quarterly financial and utilization reports to the extent reliable data are available. For insured plans, explain data limitations and avoid unsupported conclusions about loss ratios. For self-funded arrangements, if adopted, analyze claims, reserves, stop-loss exposure, reimbursements, and runout obligations.

Identify the credentialed professional responsible for actuarial work. Routine financial analysis is included in core services. Formal actuarial valuations, certified opinions, and GASB or OPEB valuations are optional services requiring a separate written scope, price, and authorization. Coordinate data for the City's actuary and auditors when applicable; do not imply the broker replaces the independent actuary or auditor.

4.2 Compliance assistance

Maintain a calendar of benefit-related notices, reporting, renewals, and employer actions applicable to the City's actual plan structure. Assist with ACA employer reporting, HIPAA privacy and security, applicable continuation coverage requirements, cafeteria plan administration, and related benefits obligations. Clearly identify services performed directly, by third parties, or retained by HR. Refer legal conclusions and disputed interpretations to City counsel.

Account for the City's status as a governmental employer. Do not assume ERISA Title I, Form 5500 filings, or private-sector fiduciary rules apply to every City plan. Assess applicability with Legal before recommending compliance work. Retiree and OPEB services apply only if relevant to an existing or authorized program. Labor negotiation or collective bargaining support is excluded from core services unless the City specifically identifies a lawful need and authorizes a separate scope.

4.3 Implementation and enrollment

Develop a transition plan that preserves coverage and employee access. Coordinate approved carrier changes, eligibility files, payroll deductions, enrollment testing, billing setup, and issue resolution with HR, Finance, IT, and vendors. Identify dependencies and responsible parties. Recommend technology improvements without committing the City to additional software or fees.

Prepare accurate, accessible benefit guides and employee communications for HR approval. Conduct scheduled on-site or virtual enrollment meetings, assist employees with plan comparisons, and support new hires and qualifying life events. Describe language assistance and accommodation options. The broker may not make eligibility determinations reserved to the City or override plan terms.

4.4 Ongoing HR and employee assistance

Provide a documented escalation process for claims disputes, coverage questions, enrollment errors, and billing discrepancies. Track cases securely, maintain continuity through staff absences, and report aggregate service trends. Employee medical details must remain in authorized restricted channels and must not appear in routine management reports.

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5 Deliverables service levels and data protection

Deliverable or service	Required baseline
Transition and annual work plan	Within 30 calendar days of service start; identify milestones and responsibilities.
Initial program assessment	Within 60 calendar days of service start, subject to timely data access.
Strategic benefits roadmap	Within 90 calendar days of service start; update annually.
Renewal planning meeting	Target 180 days before renewal; accelerate jointly for the first transition year.
Renewal comparison and recommendation	Target 90 days before renewal; report carrier delays and unresolved issues promptly.
Financial and service dashboard	Quarterly within 30 days after quarter end, using available validated data.
Routine inquiry acknowledgment	Within one business day; provide an action plan or expected resolution date.
Urgent coverage escalation	Acknowledge within four business hours; define after-hours contact procedures.
Compensation reconciliation	Annually within 90 days after contract-year end and upon City request.
Annual performance review	At least 90 days before the contract anniversary.

Business hours for these standards are Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern Time, excluding City holidays. Propose a defined urgent after hours response commitment. Distinguish acknowledgment from final resolution when carriers or third parties control the outcome. Document dependencies and revised milestones for City approval. Provide editable source files and accessible PDF versions of substantive deliverables.

5.1 Privacy cybersecurity and records

Limit data collection and access to the minimum needed. Use City-approved secure transfer, encryption in transit and at rest, multifactor authentication for systems containing City data, role-based access, staff training, and documented retention and destruction procedures. Identify hosting locations, subprocessors, security assessments, and business continuity measures. Do not use City or employee data for unrelated marketing, sale, or model training without express City authorization.

Execute required confidentiality, data protection, and business associate agreements before receiving protected information, where applicable. Notify the City without undue delay and no later than 24 hours after discovering a suspected or confirmed security incident affecting City data; provide updates, preserve evidence, and cooperate with City directed response and legally required notifications. The final agreement will allocate response costs and responsibilities.

City specific work product and records must remain available to the City, subject to applicable privacy restrictions and disclosed preexisting intellectual property. Provide records and a usable export at transition or termination. Return or securely destroy remaining data as directed, except records legally

required to be retained, which remain protected. No employee health data may be included in a public proposal.

6 Compensation transparency and pricing

6.1 Required compensation proposal

The City anticipates that core brokerage services may be compensated through carrier-paid commissions. A carrier-paid arrangement does not eliminate the requirement to disclose compensation or permit undisclosed charges. Complete Attachment B for every core benefit line and proposed optional service, even if the City receives no direct invoice.

Show the payer, recipient including affiliates or wholesalers, compensation type, percentage or formula, premium or enrollment basis, estimated annual dollars, and included services. Identify contingent commissions, production or retention bonuses, overrides, referral fees, technology allowances, marketing support, and other monetary or nonmonetary benefits related to City business. State “none” where applicable. If amounts cannot be determined, explain the formula, allocation method, assumptions, and timing of final reconciliation.

6.2 Core services and optional work

Include all routine account management, annual strategy, marketing support, renewal negotiations, financial reporting, compliance assistance, employee communications, enrollment assistance, claims escalation, and transition activities in the core compensation proposal unless expressly identified as an exception. Identify any limits on meetings, enrollment sessions, travel, printing, data feeds, or consulting hours. The City may reject material exclusions.

Separately price optional actuarial valuations, specialized technology implementation, expanded on-site staffing, or other services outside the core scope. State fixed fees or hourly rates, estimated hours, and a proposed maximum. Optional work requires advance written City authorization. Do not deduct additional charges from plan funds, add invoice fees, or accept duplicate compensation for the same work without express written approval.

6.3 Changes reporting and audit

Disclose anticipated compensation changes before renewal, placement, or scope approval. Obtain prior written City approval for changes to the agreed compensation arrangement. Reconcile estimated and actual compensation annually by carrier and benefit line, including allocations of contingent compensation attributable to City business. Explain discrepancies and correct unauthorized charges or compensation as required by the agreement.

Maintain records sufficient to verify compensation, services, and compliance. Permit reasonable City inspection or an agreed independent verification process that protects unrelated client information. Retain supporting records for at least five years after final performance or longer when required by applicable law, an audit, litigation hold, or the final agreement.

6.4 Comparable evaluation

The City will consider all compensation attributable to the engagement, whether paid by the City, carriers, employees through authorized voluntary products, or other parties. Disclose whether benefit premiums change under commission and fee alternatives and whether commissions may legally and contractually be reduced or credited. Do not assume commissions can be rebated. Any optional fee-only alternative must show how duplicate compensation is prevented.

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7 Proposal organization and evaluation

7.1 Required proposal order

Submit a searchable PDF in the final prescribed delivery format. Organize the response as follows. A recommended narrative limit of 30 pages excludes completed attachments, licenses, resumes, sample reports, and contract exceptions. Concise responses are encouraged; the recommended limit is not a responsiveness requirement.

- Tab 1: Signed Proposal Letter, executive summary, legal entity information, and addendum acknowledgments.
- Tab 2: Minimum qualifications, agency and producer licenses, firm history, public-sector experience, and required disclosures.
- Tab 3: Named service team, roles, availability, backups, subcontractors, and three comparable references using Attachment C.
- Tab 4: Response to each scope section, strategic approach, renewal process, carrier access, sample analysis, and government-plan compliance approach.
- Tab 5: Transition schedule, deliverables, service commitments, employee support, and security response using Attachment D.
- Tab 6: Completed Attachment B with all compensation, assumptions, exclusions, and optional pricing.
- Tab 7: Completed Attachment E, specific contract exceptions, and acknowledgment of required preaward documents. Include Exhibit A when applicable or lawful alternative documentation, signed and notarized Exhibit C, and signed Exhibit D with the proposal. Exhibit B is required for applicable subcontracted services within the required timeframe and before those services begin. Include the completed Exhibit E Submission Checklist. Exhibit E is separate from Attachment E Disclosures and exceptions.

7.2 Evaluation criteria

Criterion	Maximum points
Public-sector experience and comparable results	20
Proposed team capacity and service model	15
Technical approach strategy and renewal management	20
Government-plan compliance and data protection	15
Implementation enrollment and employee support	10
Compensation transparency reasonableness and overall value	15
Comparable client references	5
Total	100

Evaluators will assess the evidence supporting each criterion. Compensation evaluation considers total expected remuneration, clarity, included services, assumptions, and value. A proposal showing no direct City fee does not automatically receive the highest score. The City may validate licensing, references, performance claims, and financial or operational capacity.

Procurement will determine responsiveness before scoring. The City may request clarification, shortlist firms, conduct interviews, or request best and final offers on an equitable basis. If interviews occur, final scores will use the same published criteria and 100-point scale. The City may negotiate with the highest-ranked firm and proceed to the next-ranked firm if agreement cannot be reached, consistent with its purchasing policy. Award is based on the most advantageous responsive proposal under these criteria, subject to required approvals.

8 Contract and award requirements

8.1 Agreement and authorization

The selected firm must execute a City approved professional services agreement. The final solicitation should include that agreement as Contract Exhibit 1. Proposers must identify exceptions by clause and propose replacement language; general reservations are insufficient. Contract terms will establish document precedence. No proposal, interview, selection notice, or broker-of-record form authorizes services before required approvals, agreement execution, and written City authorization.

8.2 Insurance and vendor documentation

Proposed minimum insurance limits for City and Legal confirmation before issuance: commercial general liability $1,000,000 per occurrence and $2,000,000 aggregate; professional liability or errors and omissions $2,000,000 per claim; cyber liability $1,000,000 per claim; workers compensation at statutory limits and employers liability $1,000,000 where applicable; automobile liability $1,000,000 combined single limit where applicable to performance. Coverage requirements, additional insured status where appropriate, claims-made reporting periods, and permitted exceptions will be finalized in the City agreement.

Before execution, provide City vendor registration, W-9, applicable business or occupational licensing, evidence of required insurance, and all applicable contractor and subcontractor work-authorization affidavits or lawful exemption documentation as determined by the City. Use the City's current forms. Do not submit personal identification documents in the public proposal. Failure to meet award conditions within the City's stated time may result in withdrawal of the award recommendation.

8.3 Proposed operating terms

The final agreement will address Georgia governing law, lawful venue, compliance with applicable law, nondiscrimination, independent contractor status, conflicts, approved subcontracting, assignment, records access, confidentiality, indemnification to the extent lawful, and preservation of the City's immunities. No limitation of liability, arbitration requirement, automatic renewal, or online terms will bind the City unless expressly accepted in the executed agreement.

Proposed termination terms for City and Legal review: City termination for convenience on 30 calendar days' written notice; termination for material breach following an appropriate notice and cure process, with immediate protective action for license loss or serious data risk. Compensation after termination must follow the agreement, applicable carrier arrangements, and law. No unapproved termination fee is permitted. Support an orderly transition for up to 60 days on agreed terms, transfer authorized records, and cooperate with the successor without obstructing coverage or access.

Direct City fees, if any, must be authorized in writing, supported by itemized invoices, and payable under the executed agreement. Renewals and obligations extending beyond available appropriations will be subject to applicable Georgia municipal contracting and funding requirements. No services may be added by employee request alone without the required written authorization.

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Attachment B Compensation proposal

Provide a separate expanded schedule if needed. Do not leave fields blank; use “none,” “included,” or “not applicable” with an explanation. Estimates must use the City profile and identify all assumptions. Do not obtain City-specific carrier quotes during this broker selection.

Benefit line or service	Payer and recipient	Rate formula and basis	Estimated annual dollars
Medical			
Dental			
Vision			
Life and AD and D			
Disability			
Voluntary benefits			
Other core services			
Bonuses overrides referrals and other indirect compensation			
Total expected annual compensation	All sources	Explain exclusions	

For each entry identify included services, premium or enrollment assumptions, carrier or other payer, recipient affiliates or wholesalers, known incentives, and whether the compensation changes with carrier selection. Explain how uncertain or contingent amounts are allocated and reconciled. Identify direct City charges separately from carrier-paid compensation.

Optional services and additional charges

Optional service	Fixed fee or hourly rate	Hours and proposed maximum
[COMPLETE]		
[COMPLETE]		
[COMPLETE]		

Attach a list of all service limits, exclusions, expenses, third-party charges, renewal escalators, and transition or termination charges. Explain commission offsets and avoidance of duplicate fees. State whether rates are firm for the initial year and provide a renewal methodology.

Compensation disclosure certified by: _____

Title: _____ Date: _____

Attachment C Team experience and references

C.1 Named service team

Attach a team roster showing each person's name, employer, title, role, licenses or credentials, relevant municipal experience, assigned capacity, and backup. Identify who will attend City meetings, perform compliance support, review renewals, and handle employee escalations. Include resumes and any subcontractor responsibilities.

C.2 Comparable references

Provide three references using the fields below for each client. Public-sector references are preferred. Explain differences in size, funding, or scope that affect comparability. The City may contact references and verify reported results.

Reference 1

Client and location: _____
Contact name and title: _____
Email and telephone: _____
Service dates and benefit program size: _____
Funding arrangement and scope: _____
Assigned team members involved: _____
Result achieved and how measured: _____

Reference 2

Client and location: _____
Contact name and title: _____
Email and telephone: _____
Service dates and benefit program size: _____
Funding arrangement and scope: _____
Assigned team members involved: _____
Result achieved and how measured: _____

Reference 3

Client and location: _____
Contact name and title: _____
Email and telephone: _____
Service dates and benefit program size: _____
Funding arrangement and scope: _____
Assigned team members involved: _____
Result achieved and how measured: _____

C.3 Evidence of performance

Attach one anonymized sample renewal comparison and one sample financial or service dashboard. Provide up to two short case studies showing a measurable result, baseline, timeframe, methodology, and the proposer's role. Distinguish premium changes, avoided increases, benefit reductions, and negotiated savings; do not combine them into an unsupported savings claim.

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Attachment D Service and security response

Respond to each item in the same order. Cross-reference proposal sections when the answer is already provided. Identify subcontractors and third-party dependencies for each relevant activity.

D.1 Implementation and ongoing support

- ✦ Provide a transition schedule covering the first 90 days, responsibilities, data needs, incumbent coordination, coverage continuity, and implementation risks.
- ✦ Confirm each Section 6 deliverable and response standard or state the precise exception. Describe urgent after-hours access, case tracking, escalation ownership, and backup coverage.
- ✦ Describe open enrollment meetings, employee assistance channels, communications, accessibility support, and new-hire services included in core compensation.
- ✦ Explain how the firm supports HR, Finance, Procurement, Legal, IT, and carriers without assuming City decision-making or contracting authority.

D.2 Data handling and security

- ✦ Identify the categories of City and employee data needed, purpose, storage location, hosting countries, subprocessors, and staff access controls.
- ✦ Describe encryption, multifactor authentication, access review, secure file exchange, vulnerability management, workforce training, and independent assurance reports if available. Do not include sensitive security test details in the public response.
- ✦ Describe incident detection and response, the City notification process, investigation support, continuity and recovery, backup testing, and subcontractor obligations.
- ✦ Explain record retention, secure disposal, export formats, return of data, and transition assistance. State whether the firm will execute applicable confidentiality, data protection, and business associate agreements.
- ✦ Disclose material security incidents involving client data during the preceding three years and summarize remediation without revealing protected client information.

D.3 Applicable compliance support

Identify which compliance tasks are included, who performs them, and which remain with the City or another vendor. Explain how the firm determines rules applicable to governmental plans, monitors legal changes, supports required filings and notices, and escalates matters requiring legal advice. Identify separately priced actuarial or specialized compliance work.

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Attachment E Disclosures and exceptions

E.1 Conflicts and compensation relationships

Disclose ownership or affiliate relationships with carriers, TPAs, PBMs, stop-loss insurers, enrollment platforms, wholesalers, and other recommended providers. Describe exclusive market access, incentive arrangements, referral relationships, and any relationships with City officials or employees that could create an actual or apparent conflict. If none, state “none.” Attach a conflict mitigation plan where appropriate.

E.2 Legal licensing and performance disclosures

For the preceding five years, identify material license sanctions, suspensions, regulatory actions, contracts terminated for cause, and material litigation relevant to the proposed services. State current status and corrective actions. Explain any current debarment, suspension, insolvency, or other restriction affecting eligibility or capacity. Disclose a pending matter without asserting guilt or liability that has not been determined.

E.3 Exceptions schedule

RFP or agreement section	Requested change	Reason and service or cost effect

Submit exact replacement language for each contract exception. Identify every scope exclusion and proposed deviation from compensation, insurance, data protection, or service level requirements. Silence means acceptance for proposal evaluation, subject to the final executed agreement. The City may reject material exceptions or negotiate acceptable terms.

E.4 Acknowledgment of award documents

The proposer acknowledges that City vendor registration, W-9, applicable licenses, insurance evidence, applicable work-authorization documentation, and the City-approved agreement are required before execution or service commencement as directed by the City.

Authorized representative: _____

Signature: _____ Date: _____

EXHIBIT A

SUBCONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91

Complete ONE path below: Section A if the contractor has employees or will hire employees to perform the contract; Section B only if the no employee exception in O.C.G.A. § 13-10-91(b)(5) applies.

SECTION A - CONTRACTOR AFFIDAVIT O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit for a contract subject to O.C.G.A. § 13-10-91 and attests as follows:

a) The Contractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program.

b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof.

c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof.

d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of the Contract.

e) The Contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the same information required by O.C.G.A. § 13-10-91(b)(1)(A), (B), and (C). O.C.G.A. § 13-10-91(b)(1)(D).

f) The Contractor acknowledges and agrees that these requirements shall be incorporated into any contract(s) subject to O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor.

g) The Contractor acknowledges its responsibility to submit copies of any affidavits required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

_____ _____

Federal Work Authorization User ID Number **Date of Authorization**

_____ _____

Name of Contractor **Name of Project**

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20_____ in _____ (city), _____

_____

Signature of Authorized Officer or Agent

_____

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20____.
Notary Signature: _____ NOTARY PUBLIC
My Commission Expires: _____

City of Mableton

SECTION B - NO-EMPLOYEE ALTERNATIVE DOCUMENTATION

O.C.G.A. § 13-10-91(b)(5)

Use this section only if the contractor, subcontractor, or sub-subcontractor has no employees and does not hire or intend to hire employees to satisfy or complete any part of the original contract with the public employer. If this exception applies, the qualifying identification documents below are provided in lieu of the affidavit in Section A.

Summary of statutory requirements under subsection (b)(5):

In lieu of the affidavit required by subsection (b), a contractor, subcontractor, or sub-subcontractor who has no employees and does not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of the original contract with the public employer shall provide a copy of the state-issued driver's license or state-issued identification card of the contracting party and a copy of the state-issued driver's license or identification card of each independent contractor used to perform any part of the original contract.

The identification must be issued by a U.S. state that verifies lawful immigration status before issuing the license or identification card. Copies are forwarded in the same manner as the affidavits and notices otherwise required by subsection (b). If the contractor later determines that employees will be needed to complete the physical performance of services, the contractor must first comply with the affidavit requirements of subsection (b).

DOCUMENTATION TO SUBMIT

☐ Copy of the contractor's qualifying state-issued driver's license or state-issued identification card.

☐ Copy of the qualifying state-issued driver's license or identification card for each independent contractor used in performance of the contract.

☐ If employees will be hired or used later, complete and submit the Section A affidavit before using those employees to perform the contract.

Provide identification documents only through the secure process designated by Procurement; do not include personal identification in the public proposal copy.

CONTRACT / PROJECT INFORMATION

Name of Contractor _____

Name of Project RFP 27-08 Employee Benefits Brokerage

_____

Name of Public Employer City of Mableton

End of Exhibit A

City of Mableton

EXHIBIT B

SUBCONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91

Complete for applicable subcontracted services in accordance with O.C.G.A. § 13-10-91(b)(3), before the applicable services begin. Use a separate form for each applicable subcontractor. Legal must confirm this draft form before posting.

By executing this affidavit, the undersigned subcontractor verifies compliance with O.C.G.A. § 13-10-91 and states that it is engaged in the physical performance of services under a contract with the contractor identified below on behalf of the City of Mableton for RFP 27-08 Employee Benefits Brokerage and Consulting Services. The subcontractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or its lawful successor, in accordance with applicable law.

The subcontractor will continue program participation throughout the contract period and will contract for applicable services only with lower-tier subcontractors who provide the affidavits required by law. The subcontractor will forward notices and copies of lower-tier affidavits within the statutory time periods, including the applicable five-business-day notice requirements.

Subcontractor legal name _____

Contractor legal name _____

Federal work authorization user identification number
_____

Date of authorization _____

Name of public employer City of Mableton
Project RFP 27-08 Employee Benefits Brokerage and Consulting Services

Authorized officer or agent signature _____

Printed name and title _____

Date _____

SUBSCRIBED AND SWORN BEFORE ME

State of _____ County of _____

Subscribed and sworn before me on this _____ day of _____, 20____, by
_____.

Notary public signature _____

Commission expiration _____

Notary seal

Submit a signed and notarized form for applicable subcontracted services within the required timeframe and before those services begin.

End of Exhibit B

City of Mableton

EXHIBIT C

NON-COLLUSION AFFIDAVIT

I am authorized to make this affidavit on behalf of the proposer identified below. Being duly sworn, I state that this proposal for RFP 27-08 Employee Benefits Brokerage and Consulting Services was prepared independently and without collusion, fraud, or an agreement with another proposer to fix prices, suppress competition, refrain from proposing, or submit a sham offer.

Neither I nor, to the best of my knowledge, the proposer's officers, employees, representatives, or agents have offered or agreed to provide an improper gift, rebate, commission, or thing of value to influence this procurement. Legitimate and disclosed arrangements with the proposer's identified subcontractors and partners are not represented as prohibited independent proposals.

I certify that the foregoing statements are true and correct to the best of my knowledge and understand that material false statements may result in rejection, termination, or other remedies available under applicable law.

Proposer legal name _____

Authorized signature _____

Printed name and title _____

Date _____

SUBSCRIBED AND SWORN BEFORE ME

State of _____ County of _____

Subscribed and sworn before me on this _____ day of _____, 20____, by _____.

Notary public signature _____

Commission expiration _____

Notary seal

City of Mableton

End of Exhibit C

EXHIBIT D

DRUG-FREE WORKPLACE CERTIFICATION

Submit with proposal. This certification establishes the proposer's workplace commitment for this solicitation. Compliance with O.C.G.A. §§ 50-24-1 through 50-24-6 is required to the extent those provisions apply to the proposer and contract.

The undersigned certifies that the proposer will provide a workplace free from unlawful manufacture, distribution, dispensation, possession, or use of controlled substances during performance of the City contract. The proposer will communicate its workplace policy to personnel assigned to the services and comply with applicable drug-free workplace obligations.

The proposer will require applicable subcontractors to maintain the same commitment and provide any written certification required by applicable law or the executed agreement. This certification does not authorize the disclosure of employee medical information or impose testing requirements beyond those lawfully applicable and agreed.

Company legal name _____

Authorized signature _____

Printed name _____

Title _____

Date _____

City of Mableton

End of Exhibit D

EXHIBIT E

SUBMISSION CHECKLIST

RFP 27-08 Employee Benefits Brokerage and Consulting Services

Complete and return this checklist with the proposal. Check each included item; identify any item that is not applicable and explain why. This checklist summarizes the RFP requirements and does not replace them.

Proposer legal name: _____

REQUIRED WITH THE PROPOSAL

☐ Signed Proposal Letter and Certification, legal entity and contact information, executive summary, and acknowledgment of every addendum.

☐ Firm qualifications, required Georgia agency and producer licenses, public-sector experience, and regulatory or performance disclosures.

☐ Named service team, resumes, backups, subcontractors, and three comparable client references using Attachment C.

☐ Response to the scope, strategy, renewal and marketing approach, carrier access, compliance support, and requested sample analyses and reports.

☐ Transition plan, deliverables, service commitments, employee support, and completed Attachment D Service and security response.

☐ Completed Attachment B Compensation proposal covering all direct and indirect compensation, assumptions, exclusions, and separately priced options.

☐ Completed Attachment E Disclosures and exceptions, including conflicts, financial relationships, and exact proposed contract changes; state “none” where appropriate.

☐ Exhibit A contractor affidavit when applicable, or legally supported alternative documentation. Use the designated secure process for personal identification.

☐ Signed and notarized Exhibit C Non-Collusion Affidavit and signed Exhibit D Drug-Free Workplace Certification.

☐ Specific confidentiality claims, supporting affidavit where required, and proposed redacted copy and redaction log, if applicable.

☐ Searchable, unencrypted proposal and signed forms as PDFs; pricing and requirements responses as editable Excel files where required by the RFP.

☐ Delivery follows the RFP submission instructions, including permitted email or mailed USB delivery, package labeling if mailed, and receipt by the published deadline. Hand delivery is not accepted.

SELECTED FIRM REQUIREMENTS

The following are due at the award or performance stage specified in the RFP or City request; they are not additional proposal-stage requirements.

☐ Vendor registration, W-9, applicable business-license or registration evidence, and required insurance certificates and endorsements.

☐ Applicable Exhibit B subcontractor affidavits within required timeframes and before applicable subcontracted services begin.

☐ Executed City-approved agreement and final scope, compensation, service levels, and applicable security or data agreements; required authorization before work begins.

Items not applicable and explanation: _____

_____

Completed by: _____ Title: _____

Date: _____

End of Exhibit E

City of Mableton