



June 29, 2017

Colby Community College is currently seeking competitive bids for health insurance consulting. The selected vendor must be able to analyze and assist Colby Community College in selecting a potential new insurance carrier. Preference will be provided to organizations that have less expensive service fees and prior experience working with other community colleges.

The bid specifications are enclosed with this letter. We are seeking bids by August 7, 2017, and a vendor will be selected at the August 21 Board of Trustees meeting.

If you have any questions or concerns, please do not hesitate to contact me directly.

Colby Community College reserves the right to reject any and all bids if the Board of Trustees deems it necessary. Thank you for your time and considerations.

Respectfully,

Seth Macon Carter  
President, Colby Community College  
(785) 460-5400 (Direct Line)



## Request for Proposals for Health and Welfare Benefits Consulting Services

### **I. General Instructions:**

*Colby Community College Representative Contact:*

Seth Macon Carter, President

1255 S. Range Ave.

Colby, KS 67701

*E-mail:* [seth.carter@colbycc.edu](mailto:seth.carter@colbycc.edu)

*Direct Line:* (785) 460-5400

### **Questions or Inquiries:**

Questions or comments regarding this RFP must be put in writing and received by Colby Community College no later than 4:00 p.m., July 11, 2017.

Written questions are to be:

- 1) Mailed to Colby Community College (Attn: Seth Carter) at the address above for proposal submittal, or
- 2) Emailed to [seth.carter@colbycc.edu](mailto:seth.carter@colbycc.edu)

Colby Community College reserves the right to decline to respond to any questions, if in the institution's opinion, the information cannot be obtained and shared with all potential proposers in a timely manner.

### **II. Proposal Submissions:**

#### **Submittals:**

All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: "Proposals for Health and Welfare Benefits Consulting Services." Proposers shall submit an original bid of their proposal for this project as outlined in the Request for Proposals. Proposals shall be delivered no later than 5:00 p.m., on August 7, 2017 to be considered. Preference will be provided to organizations that have less expensive service fees and prior experience working with other community colleges.

### **III. Scope of Services:**

Colby Community College is seeking a consulting firm to aid and assist in the selection of a health insurance carrier. The broker shall assist Colby Community College in the selection of the institution's health insurance benefits program. The consultant must have the relevant professional qualifications and resources available to assist Colby Community College in



evaluating current practices and developing recommendations to enhance the benefit program and improve member and retirees access to healthcare while containing costs.

**The selected consulting partner will provide consistent, accurate and timely client services. Key services of the broker relationship include:**

- Compose RFP for health insurance carrier
- Solicit bids for the institution's health insurance carrier
- Aid in the evaluation and credibility of health insurance carrier
- Project institutional expense of the potential insurance carriers
- Analyze current institutional claims
- Project employee contributions to the different plan(s)
- Provide analysis of potential health carriers
- Assist Colby Community College by providing a price/benefit analysis of each carrier
- Other project duties related to the selection of a health insurance carrier for the institution

**IV. Consulting Service General Information:**

1) Provide an overview of your firm and its ownership/organizational structure, philosophy/culture and number of employees, and the designed service office for Colby Community College.

2) Provide a list of current of former institutions in which the organization has rendered similar services.

3) How would our teams work together to ensure a comprehensive, holistic approach to our benefits needs?



**Colby Community College Overview:**

Colby Community College is located in the northwest corner of Kansas, approximately 50 miles from the Colorado and Nebraska borders. The area is part of the High Plains, sweeping upward to the Rocky Mountains 250 miles to the west.

Colby Community College offers a variety of one and two-year degree and transfer programs. From its humble beginning in 1964, which consisted of makeshift classrooms in downtown buildings, the college has blossomed into a dynamic institution of more than 1,900 students. In addition to an 80-acre main campus, CCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility. A pioneer in outreach education, CCC accommodates hundreds of off-campus students by offering classes throughout the 14-county service area.

The institution employs approximately 130 full-time and part-time employees. Additionally, the institution does have several retired employees still on the insurance plan.