

BOROUGH OF SAYRE
110 WEST PACKER AVENUE • SAYRE, PA 18840
TELEPHONE: 570.888.7739 FAX: 570.888.6598
www.sayreborough.org

TO:
Classified Department

FROM:
David M. Jarrett, Borough Manager

COMPANY:
The Morning Times

DATE:
MARCH 28, 2024

RE:
Employee Health Insurance

Request For Proposals

The Borough of Sayre is accepting proposals to provide non-bargaining unit employee health insurance coverage until 4:00 pm, on May 1, 2024. Proposals may be submitted electronically to admin@sayreborough.org or delivered to the Sayre Borough Hall, 110 West Packer Avenue, Sayre, Pennsylvania 18840. Proposals received after that time and date will not be considered.

Criteria for proposals is available at www.sayreborough.org or by request to the Sayre Borough Hall, 110 West Packer Avenue, Sayre, Pennsylvania 18840 or 570-888-7739.

Borough of Sayre
David Jarrett
Borough Manager

Publish: March 30, 2024
April 3, 2024



Non-Bargaining Unit Employee Health Insurance

Request for Proposals

For Non-Uniform Employee Health Insurance Benefits for the period of January 1, 2025 to December 31, 2026 w/ Options for Calendar Year 2027.

Direct Inquiries to:

David M. Jarrett
Borough Manager
T: 570-888-7739 Ext. 13
dmjarrett@sayreborough.org

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110 West Packer Avenue
Sayre, Pennsylvania 18840
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F: 570-888-6598
E: admin@sayreborough.org
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PROPOSALS DUE
May 1, 2024 @ 4:00pm

I. General Information

A. Introduction and Purpose

The Borough of Sayre is located in Bradford County, Pennsylvania and governed by a seven (7) member Borough Council. The Borough's Administrative Officers are located at 110 West Packer Avenue, Sayre, Pennsylvania 18840.

The Borough of Sayre was incorporated as a municipality in the Commonwealth of Pennsylvania on January 27, 1891. The Borough of Sayre is the largest municipality in Bradford County (pop. 5,500) and is home to several large employers including the Guthrie Healthcare System. The Borough of Sayre employs thirty (30) full-time employees and fifteen (15) per diem employees. Six (6) of the Borough's thirty (30) full-time employees are classified as Non-Bargain Unit employees.

The Borough of Sayre has a total operating budget in excess of \$9 million dollars which are allocated to providing essential services including but not limited to police, fire, administrative, public works, and sewer related activities.

Interested parties are encouraged to visit our website at <https://www.sayreborough.org> to learn more about our municipality including but not limited to our complete annual budget and services that we provide.

B. Scope of Work and Who May Respond

The Borough of Sayre places the highest level of importance on providing the best quality affordable health benefits to our employees. We are looking for for an Insurance Broker / Insurance Agency who can provide an insurance package that best fits the needs of our employees and their families.

The Borough of Sayre is accepting proposals from insurance carriers who can provide its employees with equal or better insurance coverage than what is already being provided to them and their families for calendar years 2025 and 2026.

The Borough's full-time employees including all non-bargaining unit employees are currently provided insurance benefits in the following areas;

- Medical
- Vision
- Dental
- Prescription Drug
- Disability
- Life
- Legal
- Health Reimbursement Account

The selected insurance company will work primarily with the Borough's Administrative Team and other assigned program/management staff on insurance coverages, renewals, and claims. Insurance companies should bring a strong network of connections and contacts in the insurance market, be extremely responsive, detail oriented, personable, and able to use layperson terms to guide the Borough in understanding the nuances of the insurance industry. The Borough is not only seeking an insurance company, but also an advisor and trusted ally in the insurance industry.

Insurance companies that can offer these comprehensive insurance services are encouraged to submit a proposal.

C. Questions & Conditions:

1. Questions regarding this RFP should be directed to David Jarrett, Borough Manager at 570-888-7739 ext. 13 or by email at dmjarrett@sayreborough.org.
2. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the insurance company and will not be reimbursed by the Borough.
3. Proposals should be delivered to the Sayre Borough Hall or electronically submitted to admin@sayreborough.org no later than **4:00pm on May 1, 2024**. Proposals received after that time and date will not be considered.

David M. Jarrett, Borough Manager
Borough of Sayre
dmjarrett@sayreborough.org

D. Review Process

All proposals will be reviewed and evaluated by a Committee appointed by the Borough Council as follows:

1. Proposal will be reviewed and evaluated
2. The Broker or representative of the Insurance Agency who best response to this RFP may be asked to participate in oral discussions about the proposal and coverage provided.
3. References may be contacted and evaluated
4. The selected proposal along with recommendation of the Review Committee will be presented to the full Borough Council for approval.

Should the successful Broker/Agency be unable to accept the contract, the Broker /Agency with the next highest total score will be offered the contract.

The scoring metric will be weighted in the following categories

Cost	35 pts.
Experience w/ Health Insurance Coverage	30 pts.
Customer Service	30 pts.
Local Broker / Agency	5 pts.

The Borough of Sayre may, at its discretion, request presentations by or meetings with any or all potential Brokers / Agency to clarify or negotiate modifications to the their proposal.

The Borough of Sayre does reserve the right to award the contract without further discussion of the proposals submitted. Therefore, proposals should be submitted on the most favorable terms, from both technical and relevant qualifications and experienced proposed.

E. Options

At the discretion of the Borough Council, the insurance contract can be extended for up to two (2) additional one-year periods.

II. SPECIFICATION SCHEDULE

At a minimum, the Insurance Broker / Agency Proposal shall include information on the following;

A. Firm History & Experience

1. Brief history of your firm including years of existence, size, and specialty areas. Indicate, if appropriate, if your firm is a small or minority-owned business.
2. What is your company vision and mission statement?
3. Provide a representative list of your current municipal clients and the number of employees that they have and include the number of years that you have represented the municipality.
4. Describe your firm's specific experience in serving municipal customers.
5. Identify which office and staff members would serve the Borough.

B. QUALIFICATIONS

1. Describe what makes your firm uniquely qualified to work on our account.
2. What is your service philosophy?
3. If your firm is selected, what transition support would you provide? What would be the process and estimated timing for implementation for the employee's new health insurance coverages.
4. Describe how will you determine when you plan(s) should be marketed for competitive quotes and how will you determine which carriers to approach for quotes.
5. Describe your process for negotiating renewals.

