

**CITY OF GULFPORT**  
**RFP FOR ON-LINE BENEFITS PROVIDER**

The City of Gulfport, MS (“City”) invites proposals from qualified, competent, knowledgeable and experienced individuals and/or firms to provide “On-line Benefits”. Firms submitting proposals must be prepared to immediately enter into an agreement (“Agreement”) for the provision of services and duties as set forth in the RFP.

Sealed proposals will be received in the Office of Procurement located at 1410 24<sup>th</sup> Avenue, Hardy Building, 2<sup>nd</sup> Floor, Gulfport, MS 39501 until 4:00 p.m., local time on August 10, 2018, either by mail or hand delivery. Any submittal received after the date and time stated will be returned unopened.

Specifications may be obtained from the Procurement Office, 1410 24<sup>th</sup> Avenue, Hardy Bldg., Gulfport MS 39501 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

“The City of Gulfport now offers Electronic Bidding. Official bid documents can be downloaded from Central Bidding at [www.centralbidding.com](http://www.centralbidding.com). Electronic bids and/or reverse auction bids can be submitted at [www.centralbidding.com](http://www.centralbidding.com). For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.”

Delivery of Proposals – One (1) original, and two (2) digitally converted file copies of the proposal shall be submitted in a sealed envelope, clearly identified as “RFP for City of Gulfport On-Line Benefits Provider” and delivered to the address listed above.

Questions – All questions regarding this Request for Proposals should be directed to Connie Debenport by e-mail: [cdebenport@gulfport-ms.gov](mailto:cdebenport@gulfport-ms.gov) or facsimile (228) 868-5704, *not less than seven (7) business days* prior to the proposal due date. All questions must be submitted *in writing*; telephonic inquiries will not be considered.

The governing authority will consider terms and conditions and factors relating to price, financial responsibility, technology, legal responsibilities as well as a bidder's or proposer's “responsibility” concerning matters that relate to the prompt and efficient performance of the contract, including the bidder's or proposer's honesty and integrity, skill and business judgment, experience and capability of performing the contract, conduct under previous contracts, and the quality of previous work, and a bidder's or proposer's customer satisfaction in prior or other contracts or projects, stability and solvency, and management experience in similar contracts, and any oral interviews with the review committee. The governing authority may consider any of the factors referenced herein in awarding the contract.

Proposals may be held by the City of Gulfport, Mississippi, for a period not to exceed sixty (60) days from the date of receipt of proposal.

The City of Gulfport reserves the right to reject any and all proposals, in whole or in part, and to discontinue contract execution with any party at any time prior to final contract execution.

The City of Gulfport is an equal opportunity employer. The successful firm shall adhere to the City of Gulfport's policy concerning non-discrimination without regard to race, creed, color, age, sex, national origin or handicap.

**Publication Dates: 07-20-18 & 07-27-18**