

**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 a lease agreement (“Agreement”) for the provision of equipment and services and duties as set forth in the Bid.

Sealed bids 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 March 14, 2017, 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.

Delivery of Bids – One (1) original, and two (2) digitally converted file copies of the proposal shall be submitted in a sealed envelope, clearly identified as “Sealed bid 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.

Bids 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.

**Direct contact with any City employee, GRC Commissioners, including the Administration and City Council on the subject of this proposal is strictly forbidden. Violation of this paragraph will result in disqualification of your submission.**

**Publication Dates: 02-10-2017 & 02-07-2017**

**Send Invoice & Proof of Publication to:           Connie Debenport, CPPB, P. O. Box 1780, Gulfport, MS 39502-1780**