



February 3, 2021

NOTICE
REQUEST FOR PROPOSAL
RP003-21

This proposal can be obtained from Aon Consulting, Inc., at no charge. Contact Jackie Moore at jackie.moore@aon.com or 404-216-7883.

The Gwinnett County Board of Commissioners is soliciting competitive sealed proposals from organizations to provide a **Provision of a Voluntary Benefits Program on an Annual Contract** with four options to renew for the Department of Human Resources.

Proposals must be returned in a sealed container marked on the outside with the Request for Proposal number and Company Name. Proposals will be received until 2:50 P.M. local time on **February 19, 2021** at the Gwinnett County Purchasing Office – 2nd Floor, 75 Langley Drive, Lawrenceville, Georgia 30046. Any proposal received after this date and time will not be accepted. Cost proposals should be submitted in a separate sealed envelope. Proposals will be publicly opened and only names of submitting firms will be read at 3:00 P.M. local time. A list of firms submitting proposals will be available the following business day on our website www.Gwinnettcounty.com.

A Webex pre-proposal conference is scheduled for **10:00 a.m. local time on February 11, 2021**. To access, dial 1-408-418-9388, enter Access Code 179 005 4655. All qualified organizations are urged to attend. Questions regarding proposals should be directed to Dana Garland, CPPB, Purchasing Associate III, at dana.garland@Gwinnettcounty.com or by calling 770-822-8723, no later than **February 12, 2021**. Questions can be submitted at any time leading up to this deadline. Proposals are legal and binding upon the bidder when submitted. One unbound original, 2 exact copies, and three digital (flash drive) copies should be submitted.

Gwinnett County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Gwinnett County Government should be directed to Susan Canon, Gwinnett County Justice and Administration Center, 770-822-8165.

The written proposal documents supersede any verbal or written prior communications between the parties.

Selection criteria are outlined in the request for proposal documents. Gwinnett County reserves the right to reject any or all proposals to waive technicalities and to make an award deemed in its best interest.

Award notification will be posted after award on the County website, www.Gwinnettcounty.com and companies submitting a proposal will be notified via email.

We look forward to your proposal and appreciate your interest in Gwinnett County.

Dana Garland

Dana Garland, CPPB
Purchasing Associate III