



April 9, 2025

NOTICE  
REQUEST FOR PROPOSAL  
RP005-25

**This proposal can be obtained from Aon Consulting, Inc., at no charge. Contact Joel Glenn at [joel.glenn@aon.com](mailto:joel.glenn@aon.com) or 470-889-1857.**

The Gwinnett County Board of Commissioners is soliciting competitive sealed proposals from service providers for the **Provision of COBRA and Affordable Care Act Administration Services on a Multi-Year Contract** 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 May 12, 2025** 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 service providers will be read at 3:00 P.M. local time. A list of service providers submitting proposals will be available the following business day on our website [GwinnettCounty.com](http://GwinnettCounty.com).

Questions regarding proposals should be directed to Jenny Coleman, Purchasing Associate II, at [Jenny.Coleman@GwinnettCounty.com](mailto:Jenny.Coleman@GwinnettCounty.com) or by calling 770-822-8734, no later than **3:00 P.M. on April 25, 2025**. Questions can be submitted at any time leading up to this deadline and service providers are encouraged to ask questions early. Proposals are legal and binding upon the service provider when submitted. Two unbound single-sided copies (one marked original and one marked copy), and five digital (flash drive) copies (three technical and two financial) 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 the ADA Coordinator at the 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, [GwinnettCounty.com](http://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.

Jenny Coleman  
Purchasing Associate II