

**ST. JOHN THE BAPTIST PARISH  
REQUEST FOR PROPOSALS (RFP)  
GROUP LIFE INSURANCE – OFFICE OF FIRE SERVICES (OFS)**

Proposal No. **RFP-2017-13**

Closing Date: **JANUARY 17, 2018 @ 2:45 P.M. CST**

---

St. John the Baptist Parish (herein referred to as “the Parish”) is requesting proposals from qualified insurance carriers (herein referred to as “Company”) to provide life insurance for its employees and their dependents. The successful Company will be expected to provide a benefit plan that substantially matches the Parish’s current plan as outlined in Attachment 1, Current Life Plan Information, which is attached hereto and made a part hereof, or provide a plan design that generates the best value for employees and the Parish.

The Parish currently provides Basic Life and Accidental Death and Dismemberment coverage through Southern National Life Insurance Company (a subsidiary of Blue Cross and Blue Shield of Louisiana) since 2015, at no cost to the employee. Coverage for new employees takes effect on the first day of the month following thirty (30) days of employment. Employees receive coverage in the amounts of \$25,000 which they keep if they retire. Dependent life coverage is \$5,000 for spouse and \$2,500 for dependent children.

Proposal documents may be viewed on or downloaded from the parish website, [www.sjbparish.com](http://www.sjbparish.com); obtained by contacting Jean Stewart, Director of the Department of Purchasing and Procurement at the above address, phone 985-652-9569, or [j.stewart@stjohn-la.gov](mailto:j.stewart@stjohn-la.gov) or downloaded electronically from [www.centralbidding.com](http://www.centralbidding.com).

Written addenda to the Proposal may be issued to provide clarification, corrections, or to answer questions. It is the Company’s responsibility to periodically check the parish website for addenda that may be issued to implement changes or clarifications to the Proposal.

Each Company shall provide a proposal package based the requested documents in this proposal. Failure to provide all required information may be cause for disqualification.

The Parish will not be responsible for submissions forwarded through the U.S. Postal Service or any delivery service if lost in transit at any time. Documents should not be FAXED at any time.

**SUBMITTALS**

***Submittals are due on or before the exact closing date and time. Submittals received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time. The response (including copies) must be addressed to the St. John the Baptist Parish Council and delivered to the receptionist at the Parish President’s Office in the Percy Hebert Building, 1801 West Airline Hwy., LaPlace, LA not later than 2:45 o’clock P.M. (CDT) on January 17, 2018.***

Proposal package shall be clearly marked “**RFP – GROUP LIFE INSURANCE OFS.**” Along with Company Name, and Company Address.

The Parish reserves the right to accept or reject any and all proposals and to waive any irregularities or informalities incidental thereto, and to accept any proposal, which the Parish feels serves its best interest. Such action will be in accordance with Title 38 of the Louisiana Revised Statutes.

Any person with disabilities requiring Special Accommodation must contact the St. John the Baptist Parish Council Office at (985) 652-9569 no later than seven (7) days prior to proposal opening. Participation by minority and female owned business, as well as businesses located in this Parish, is encouraged.

Questions and comments regarding this Solicitation must be submitted **in writing** to St. John the Baptist Parish, Purchasing & Procurement Department, ATTN: Jean Stewart, 1801 W. Airline Highway, LaPlace, LA 70068; or by e-mail to [j.stewart@stjohn-la.gov](mailto:j.stewart@stjohn-la.gov); no later than 3:00 p.m. on Wednesday January 10, 2018

ST. JOHN THE BAPTIST PARISH COUNCIL

Publish:

L'Observateur:

Publish:

December 23, 2017

December 27, 2017

December 30, 2017

January 3, 2018

January 6, 2018

**FOR QUESTIONS OR COMMENTS REGARDING THIS RFP, PLEASE CONTACT:**

**Jean Stewart**, Purchasing and Procurement Department

Phone: (985) 652-9569

[E-mail: j.stewart@stjohn-la.gov](mailto:j.stewart@stjohn-la.gov)