MONROE COUNTY COMMUNITY COLLEGE

enriching lives

1555 South Raisinville Road
Monroe, MI 48161-9746

Request for Qualification

#05-11.26

EMPLOYEE BENEFITS BROKERAGE/CONSULTING SERVICES

Supplementary:
#5-11.26 EMPLOYEE BENEFITS BROKERAGE CONSULTING SERVICES RFQ – QUESTIONS.docx

Monroe County Community College (the College) is seeking written RFQ submissions for a qualified insurance brokerage firm to provide Total Rewards/Employee Benefits Brokerage and Consulting services related to our organization.

Founded in 1964, Monroe County Community College is a public, two-year higher educational institution supported by tax monies from Monroe County, educational funds from the State of Michigan and student tuition. The college's mission is to enrich lives in our community by providing opportunity through student-focused, affordable, quality higher education and other learning experiences.

The Main Campus is located at 1555 South Raisinville Road, Monroe, Mich., 48161, with easy access to Toledo and Detroit. The Whitman Center is located at 7777 Lewis Ave., Temperance, Mich., 48182, near the Ohio-Michigan Border.

This section will include a brief description of the company including summary of current total rewards and employee benefits programs, and relevant scope of services.

- 380 total employees; includes part-time & full-time employees, student assistants and Adjuncts
- 177 full-time employees eligible for medical/dental/vision/life/LTD benefits; 59 faculty and 118 non-faculty
- Non-faculty currently have two PPO's and two HMO's, are fully insured, and begin a January - December benefit year 1/1/2027 (previously, July – June)
- Faculty have separate insurance from non-faculty and have a January - December benefit year, and are fully insured, and do not use a Broker
- Some employees live in Ohio
- Three bargaining units; Maintenance, Support Staff and Faculty
- The College pays dental, vision, Life and LTD premiums for all employees

SCHEDULE

Publication of Request for Qualification: Friday, November 13, 2026
Posted on http://www.monroeccc.edu/rfp

Question & Answer Period: Submitted by EOB November 20, 2026 to the following individuals:

Director of Purchasing - Kelly Heinzerling, 734-384-4275, kheinzerling@monroeccc.edu
Executive Director of Human Resources - Linda Torbet , 734-384-4245, ltorbet@monroeccc.edu

Responses will be provided in the form of an Addendum by EOB December 2, 2026

Submissions Due: Friday, December 11, 2026 at 3:00 P.M. EST
Monroe County Community College
1555 S. Raisinville Rd.
Monroe, MI 48161
(Warrick Student Services Building Room S-153)

Submissions will be accepted by:
Attn: Kelly Heinzerling – "Employee Benefits Brokerage and Consulting Services"
Monroe County Community College
1555 S. Raisinville Rd.
Monroe, MI 48161

Presentations: Firms selected to move forward in the RFQ process should anticipate an on-campus presentation tentatively scheduled for the week of January 11th 2027.

The final selection of the successful respondent(s) is scheduled to be completed by January 30, 2027 and will assume their responsibilities on March 16, 2027.

INSTRUCTIONS TO FIRMS

Submissions must be made in accordance with the instructions contained herein and will only be considered complete if the following documents ae included.

1. **COMPLETED ACKNOWLEDGEMENT FORM:** The College requires the signature on submitted documents to be that of an authorized representative of the company and represents an understanding of the documents, instructions, and specifications.

2. **COMPLETED FAMILIAL DISCLOSURE**: Submit completed disclosure in compliance with MCL 380.1267.

3. **COMPLETED IRAN ECONOMIC SANCTIONS ACT CERTIFICATION OF COMPLIANCE**: Provide a sworn and notarized statement in compliance with Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012.

4. **CERTIFICATE OF INSURANCE:** Provide CIO meeting the identified insurance criteria.

5. **COMPLETED W-9 FORM**

6. **COMPLETED RESPONSES TO DOCUMENT #5-11.26 EMPLOYEE BENEFITS BROKERAGE CONSULTING SERVICES RFQ – QUESTIONS:** Use supplied document to respond to the questions in the format provided.

Submissions will be received and publicly read aloud in Room S-153 of the Audrey Warrick Student Services/Administration Building**,** Monroe County Community College, 1555 S. Raisinville Rd., Monroe, MI 48161 on Friday, December 11, 2026 at 3:00 P.M. EST.

Firms must submit responses by Friday, December 11, 2026 at 3:00 P.M. EST in one of the following ways:

7. One (1) original copy of the submission with an electronic (flash drive/memory stick) mailed to the above address
8. Electronic submission to mcccrfpbid@monroeccc.edu

Submissions received after Friday, December 11, 2026 at 3:00 P.M. EST will not be accepted and will be returned unopened.

The College reserves the right to reject any or all submissions and to make selections which are in the best interest of the College.

TAX EXEMPTION

The College is tax exempt and therefore all submissions or invoices for goods or services furnished to the College should not include tax. If you believe you are subject to Michigan sales or use tax on materials acquired by your company for use in construction projects for the College, you must identify and include that in all responses submitted to the College, or the College will not be responsible for payment or reimbursement of any such tax.

AWARD CRITERIA

Submissions will be evaluated based on consideration of:

1. Firm experience
2. Technical Expertise
3. Suitability for intended use
4. General reputation and performance capabilities of the firm
5. Compliance to the specifications herein

GENERAL TERMS AND CONDITIONS

SUBMISSION OPENING

Submissions are opened publicly at the date and time noted in the Schedule section of the RFQ. The College is not responsible for the pre-opening of, late opening of, or the failure to open, an offer not properly addressed or identified. Submissions results can be requested using the FOIA requirements located at https://www.monroeccc.edu/freedom-of-information-act.

INQUIRIES/QUESTIONS

Firms may submit questions via email or phone during the timeframe set forth in the Schedule.

ADDENDA

Any change to the RFQ will be in the form of a numbered addendum issued by the Procurement Department. Any addendum will be communicated to firms via email, posted on the College's webpage, and other applicable websites. Other than official numbered addenda issued by the Procurement Department, oral or written advice or instructions made by any employees, officers, contracted consultants or agents of the College in regard to this RFQ are not binding on the College.

CANCELLATION

The College may cancel an RFQ in whole or in part if it is determined to be in the best interest of the College.

PUBLIC INFORMATION

The College is obligated to abide by all public information laws. All submissions may become public information. All copies and contents of any submission, attachment and explanations submitted in response to this RFQ shall become the property of the College, except any materials that both the firm and College agree to classify as confidential, proprietary or trade secrets. These materials must be clearly marked by the firm and may be returned to the firm after the award upon request.

COST OF PREPARATION

Any and all costs associated with the preparation, presentation, demonstration, or submission of responses to this Request for Qualification shall be entirely the responsibility of the contractor and does not commit Monroe County Community College to pay or reimburse any costs in any manner.

ACCURACY

It is the responsibility of all firms to examine the entire RFQ document and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting. Firms are responsible for errors and omissions in their submissions. Failure to include all requested information will have a negative impact on the evaluation of the firm's submission and may result in rejection.

INSURANCE

Monroe County Community College, as a governmental agency, is without authority to defend/indemnify a private party. Statutory and common law theories and principles of indemnification, contribution, and equitable restitution shall govern and apply to claims, actions, causes of action, costs, expenses and losses (including attorneys' fees) resulting from or caused by the actions or omissions of the parties or their employees pursuant to this Agreement.

Insurance must be provided by the operator in the following specified amounts:

Workmen's Compensation and Employer's Liability Insurance affording protection under the Workmen's Compensation Law of the States in which the work is performed; and

1. Employer's Liability protection subject to a minimum limit of $100,000.
2. Comprehensive General Liability Insurance in amounts not less than:
   Personal Injury: $1,000,000 per person (including bodily injury) $1,000,000 per occurrence
   Property Damage: $1,000,000 per occurrence
3. Comprehensive Automobile Liability Insurance in the following minimum amounts:
   Bodily Injury $1,000,000 per person $1,000,000 per occurrence
   Property Damage $1,000,000 per occurrence

This Request for Qualification creates no obligation on the part of Monroe County Community College to award a contract. The College reserves the right to accept, reject, modify, or negotiate in conjunction with the submissions in whole or part at any time. It reserves the right waive any defect or informality in the submissions on the basis of what it considers to be in its best interests. Any submissions which the College determines to be incomplete, conditional, obscure, or has irregularities may be rejected.

This RF in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be proposed until confirmed by a written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement or purchase order.

Acknowledgement:

I/We have read and understand the RFQ requirements. All required documentation as noted is included in the submitted response.

Date: _____

Representative Name (please print): _____

Representative Signature: _____

Company Name: _____

Phone Number: _____

Email Address_____

CERTIFICATION OF COMPLIANCE
IRAN ECONOMIC SANCTIONS ACT Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the "Company"), pursuant to the compliance certification requirement provided in the Monroe County Community College's Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by the Monroe County Community College as a result of the aforementioned RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Monroe County Community College's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

_____ _____

Name of Company Date

_____ _____

Name and Title of Authorized Representative Signature

Familial Relationship Disclosure Statement

As required by Public Act 232 of 2005, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Monroe County Community College System or any member of the Monroe County Community College System Board of Trustees. Monroe County Community College shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirements, hereby represent and warrant, except as provided below, that no familial relationship exist between the owner(s) or any employee of the company and any member of the Monroe County Community College System or any member of the Monroe County Community College System Board of Trustees. If such a relationship exists, please explain:

_____

_____

_____

_____

Attach additional pages if necessary

By: _____ (Bidder Signature)

Title:_____ (type or print)

Date:_____

Subscribed and Sworn to Before Me:

This _____ day of _____, 20_____ A.D., in and for the

County of _____, Michigan.

My Commission expires _____.

_____

Signature of Notary