

**LEGAL NOTICE
REQUEST FOR PROPOSALS**

RFP024-47 EMPLOYEE BENEFITS CONSULTANT

THE CITY OF MERIDEN, HUMAN RESOURCES DEPARTMENT

Request for Proposals shall be submitted in the manner specified to the Purchasing Department Room 210, 142 East Main Street, Meriden, and CT 06450-8022 until **11:00 A.M. on May 2, 2024.**

The City of Meriden is seeking to obtain the services for an experienced Employee Benefits Consultant.

The City will be accepting sealed Request for Proposals, which are to be submitted in five (5) complete sets, (1) original and (4) copies, **please submit one complete copy of your bid on a flash drive** with general information on the firms, the firm's brochure, along with a resume of key personnel who will be responsible for the daily activities in the various fields of expertise required to accomplish the project.

The documents comprising the Request for Proposals may be obtained at, <http://www.meridenct.gov/business/bids-rfps/> or <https://webprocure.proactiscloud.com>.

Each proposer is responsible for checking the City's website to determine if the City has issued any addenda and if so, to complete its proposal in accordance with the RFP as modified by the addenda.

The successful firm shall ensure that any appropriate licenses or certifications required by the State of Connecticut are maintained for the duration of the project.

The firm must meet all municipal, state: and federal affirmative action and equal employment opportunity practices.

Minority owned firms are invited to submit their proposals independently or as a joint venture with other consultants for the entire assignment.

Additionally, all interested firms shall submit a detailed statement indicating the organizational structure under which the firm proposes to conduct business. Proposed subconsultants, subcontractors, joint ventures, etc., should be clearly identified. The relationship to any "parent" firm or subsidiary firms of the parties concerned must be clearly defined.

Request for proposals received after the date and time specified shall not be considered and shall be returned unopened.

The City of Meriden reserves the right to reject any or all Request for Proposals and to accept any or all Request for Proposals, if it is deemed to be in the best interest of the City of Meriden.

Rawle Dummett
Purchasing Officer
City of Meriden
Dated: April 1, 2024