



Inter-Departmental Memorandum

Date: July 30, 2024
To: Doreen Tucker, Human Resource Director
From: Kenneth Pinnock, Jr., Deputy Executive Director
Director of Procurement, Contracts & Risk Management

Subject: REQUEST FOR PROPOSALS (RFP FOR):
HRA BENEFITS CONSULTANT
RFP DUE DATE: WEDNESDAY, JULY 17, 2024 @ 11:00 A.M.

Please be advised that pursuant to the July 17, 2024, RFP opening for HRA Benefits Consultant Services, the JCHA has received a total of four (4) packages from firms who respond for services. Submitted for your review is the recapitulation sheet of the bidders' responses.

FIRMS (in alphabetical order)

- 1. BROWN & BROWN METRO, LLC
2. CORPORATE EMPLOYEE BENEFITS
3. NATIONAL BENEFITS SERVICE CENTER
4. USI INSURANCE SERVICES

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Invitations were published in the local newspaper on June 20th, and 21st, 2024, invitations were sent to five (5) firms who expressed interest in public bidding for this service. Of those, there were no Jersey City firms. The JCHA sources for MBE's were notified, as well as the usual public works bidding journals (individual letters in Purchasing files).

Provided the above is satisfactory, this office presumes that the Department of Human Resources will forward a Resolution for Board action as appropriate.

Should you have any questions, or require further information, please do not hesitate to call.

Thank you.