



**REQUEST FOR STATEMENT OF QUALIFICATIONS
RFQ GP012122**

**EMPLOYEE BENEFITS INSURANCE
BROKER AND CONSULTING SERVICES**

**EAST SIDE UNION HIGH SCHOOL DISTRICT
830 North Capitol Avenue
San Jose, CA 95133-1398**

RFQ DUE February 4, 2022

Notice to Vendors

The East Side Union High School District (ESUHSD) is requesting a statement of Qualifications for the award of a contract for Employee Benefits Insurance Broker & Consulting Services.

PlanetBids is a web enabled procurement and electronic bidding system. In order to begin bidding for this RFP the Vendor must first register, for free, online:

<http://www.planetbids.com/portal/portal.cfm?CompanyID=24763>

As a registered and approved vendor within our vendor database, you will be automatically notified of bid alerts, bid changes or updates and addenda. All bid related information is located within the different tabs of the bid detail. Only applicable tabs will be available within the bid.

To download a copy of the line item, register and login to PlanetBids, double click on the Project Title you wish to bid on. Once the bid is open select the Line Items tab. In the top right corner click on Export. Save file under desired folder and name.

For assistance with eBidding, please refer to the eBidding User Guide. To locate the eBidding Users Guide, click on "Place eBid". After you have accepted the terms and conditions, click the "?" (Red question mark) located at the upper right of the page to access the PlanetBids Support Page. Here you can view Frequently Asked Questions, download the eBidding Users Guide or open a support ticket for further assistance.

The User Guide can be downloaded from the vendor portal or by following this link:

<https://www.planetbids.com/UsersGuides/PlanetBids%20BidsOnline%20Users%20Guide.pdf>

Please review this RFQ carefully before responding to ensure that you understand fully all procedural, system, and contractual requirements.

No proposal received after the specified deadline or at any place other than PlanetBids will be considered.

No vendor may withdraw any proposal for a period of ninety (90) calendar days after the date set for the receiving of the proposal.

ESUHSD will review the responses, contact references, and complete a weighted scoring matrix for each respondent vendor.

ESUHSD reserves the right to accept or reject any item or group(s) of items of a proposal. ESUHSD also reserves the right to waive any minor informality or irregularity in any Proposals. Additionally, ESUHSD may, for any reason, decide not to award a contract as a result of this RFQ.

There will not be a formal public bid opening for this RFQ. After the recommendation for contract award is submitted to the Board of Trustees for approval, all proposals will be available for public review.

All necessary documentation for this RFP can be downloaded via the PlanetBids website. All proposal documents must be submitted electronically via PlanetBids on or before **5:00 PM, February 4, 2022**.

Contact Person: Phuong Nguyen/ Senior Contract Specialist
Phone: 408-347-5073

If you are having technical issues downloading or submitting your bid documents please contact Planet Bids Directly at (818) 992-1771.

Proposed Timeline

The following is the anticipated timeline set forth for the Request for Statement of Qualifications. ESUHSD may change the estimated dates and process as deemed necessary.

January 12, 2022 Publish Request for Statement of Qualifications
January 26, 2022 Last day for submission of inquiries and/or clarifications (5:00 PM)
February 4, 2022 Request for Statement of Qualifications due (5:00 PM)
March 3, 2022 Board of Trustees meeting
March 15, 2022 Contract start date

Inquiries and/or Clarifications

Any requests for clarification of the RFQ shall be made via PlanetBids only, under the "Q&A" tab, no later than **January 26, 2022 5:00 PM.**

<http://www.planetbids.com/portal/portal.cfm?CompanyID=24763>

ESUHSD is responsible only for what is expressly stated in this RFQ and any authorized written addenda thereto. ESUHSD is not responsible for and will not be bound by any person not authorized to act on its behalf.

As of the Issuance date of this RFQ and continuing until the final date for submission of proposals, contact with ESUHSD employees is strictly limited. All personnel representing ESUHSD are specifically directed not to hold meetings, conferences or technical discussions with any vendor for purposes of responding to this RFQ. Any vendor found to be acting in any way contrary to this directive will be disqualified from entering into any contract that may result from this RFQ.

Introduction

The East Side Union High School District (ESUHSD) is seeking statements of qualifications from qualified firms who can provide employee benefit programs that best meet the needs of employees, retirees, their dependents and ESUHSD, and to assist participants in utilizing their plans effectively.

There are approximately 1,916 benefitted employees and 189 retirees (not including their qualified dependents) participating in the ESUHSD Health Insurance Program. Eligibility for benefits is determined by resolution or labor agreement with the representative employee bargaining units. There are 4 bargaining units representing the majority of employee classifications within the ESUHSD: Certificated, Certificated Management, Classified, and Classified Management.