



CITY OF MAULDIN REQUEST FOR PROPOSAL

RFP No.: 2026–HR 1

Employee Benefits Brokerage and Consulting Services

Issue Date: July 2, 2026

Submittals Due: August 3, 2026, by **12:00 p.m. (Noon)**, EST

Point of Contact:

Mark Putnam, Director of Human Resources

Email: mputnam@mauldincitysc.com

Phone: (864) 361-5402

City of Mauldin

5 E. Butler Road

Mauldin, SC 29662

INTRODUCTION

The City of Mauldin, South Carolina (“City”), is soliciting sealed proposals from qualified and experienced firms to provide **Employee Benefits Brokerage and Consulting Services**. The City intends to award a contract to the firm that best demonstrates the ability to deliver high-quality services, competitive pricing, and strong support to the City and its employees.

This Request for Proposal (RFP) does not commit the City to award a contract, incur any costs in the preparation of a proposal, or procure services. The City reserves the right to accept or reject any or all proposals, to waive informalities, and to cancel this RFP in whole or in part.

SUBMISSION INSTRUCTIONS

Sealed proposals must be clearly marked:

“RFP #2026–HR 1 – Employee Benefits Brokerage and Consulting Services”

on the outside of both the mailing envelope and the sealed bid envelope and addressed to:

Attn: Cindy Miller

Human Resources Department

City of Mauldin

5 E. Butler Road

P.O. Box 249

Mauldin, SC 29662

Proposals will be accepted until **August 3, 2026, at 12:00 p.m. (Noon)**.

Offerors are responsible for checking the City's website for addenda prior to submission:

 <https://cityofmauldin.org/tools-for-businesses/#rfps>

Only written answers issued by addendum shall be binding.

INQUIRIES

Questions regarding this RFP must be submitted in writing to **Mark Putnam** via email at **mputnam@mauldincitysc.com** no later than **3:00 p.m. on July 17, 2026**.

Responses will be issued by **3:00 p.m. on July 20, 2026** via addenda posted on the City's website. Only answers issued by addendum are binding.

BACKGROUND

The City of Mauldin offers a comprehensive benefits program to eligible employees, which includes but is not limited to:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short-Term and Long-Term Disability
- Voluntary and Supplemental Benefits

The City seeks a benefits broker to serve as **Broker of Record and trusted advisor**, providing strategic consulting, compliance support, plan administration, and employee communication services.

SCOPE OF SERVICES

A. Strategic Consulting & Renewal Management

- Marketing and placement of all benefits programs
- Annual renewal analysis and carrier negotiations
- Benchmarking against comparable municipalities
- Multi-year benefits strategy and cost containment recommendations
- Alternative funding analysis, where appropriate

B. Compliance & Regulatory Support

- Guidance on ACA, ERISA, HIPAA, COBRA, and related regulations
- Assistance with filings, reporting, and audits
- Ongoing regulatory updates and employer education

C. Employee Support & Communication

- On-site and/or virtual open enrollment support
- Employee meetings and benefits education
- Claims advocacy and carrier escalation
- Development of communication and educational materials

D. Program Administration

- Coordination with benefit carriers and vendors
 - Ongoing plan management and reporting
 - Support with eligibility, enrollment, and terminations
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PROPOSAL SUBMISSION REQUIREMENTS

A. Firm Information

- Legal name, address, and year established
- Primary contact person
- Number of employees and office locations
- Experience with municipal or public-sector clients

B. Experience and Qualifications

- Summary of relevant experience
- At least three (3) municipal or public-sector references
- Biographies of proposed service team
- Description of service and support model

C. Proposed Services

- Narrative describing how services meet the City's needs
- Value-added services at no additional cost
- Technology platforms or tools used

D. Compensation Disclosure

- Full disclosure of all compensation (fees, commissions, overrides, incentives)
- Proposed fee structure, if applicable
- Confirmation of transparency and fiduciary approach

E. Conflict of Interest

- Disclosure of any actual or potential conflicts
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EVALUATION CRITERIA

Proposals will be evaluated using the following weighted criteria:

Criteria	Weight
Municipal/Public-Sector Experience	25%
Quality of Proposed Services	25%
Qualifications and Stability of Team	20%
Compensation Transparency & Value	20%
References and Past Performance	10%

The City reserves the right to interview selected firms.

GENERAL CONDITIONS

Competition

This solicitation is intended to promote competition. Offerors must notify the City in writing of any language believed to restrict competition no later than ten (10) calendar days prior to proposal due date.

Confidentiality

All proposals become City property and are subject to the South Carolina Freedom of Information Act.

Conflict of Interest

Offerors must disclose any relationships or conflicts involving the City or its officials and certify that they are not debarred or suspended.

Compliance and Non-Collusion

Each Offeror certifies that the proposal is made without collusion and complies with all applicable laws.

Drug-Free Workplace

Offerors must submit the Drug-Free Workplace Certification.

Insurance

Offerors must carry insurance as required by South Carolina law.

Litigation

Offerors currently in litigation against the City may be deemed ineligible.

No Contract

This RFP does not constitute a contract or commitment until a formal written agreement is executed.