

ROLLING HILLS LOCAL SCHOOL DISTRICT

REQUEST FOR PROPOSALS (RFP)

INSURANCE BROKER SERVICES FOR MEDICAL, PRESCRIPTION DRUG, DENTAL, AND VISION INSURANCE COVERAGES

I. INTRODUCTION

The Rolling Hills Local School District is seeking proposals from qualified insurance brokerage firms to provide professional services related to Medical, Prescription Drug, Dental, and Vision Insurance Coverages for district employees. The selected broker will assist the district in securing competitive insurance coverage, evaluating plan options, negotiating rates, and ensuring compliance with all applicable laws and regulations.

II. SCOPE OF SERVICES

The selected broker will be expected to provide the following services:

- Market Analysis & Plan Design
- Negotiation & Procurement
- Compliance & Advisory Services
- Employee Communication & Support
- Ongoing Plan Management & Reporting

III. QUALIFICATIONS

Interested firms must demonstrate:

- A minimum of five (5) years of experience in providing brokerage services for public sector employers, preferably K-12 school districts.
- Strong relationships with multiple insurance carriers offering competitive plan options.
- Knowledge of Ohio school district insurance requirements and regulatory obligations.
- A proven track record of helping clients optimize plan benefits while managing costs.
- Ability to provide dedicated client support, including claims assistance and compliance guidance.

IV. PROPOSAL REQUIREMENTS

Firms responding to this RFP must submit a written proposal that includes:

- Company Information – Name, address, key contacts, and an overview of the firm’s experience in public-sector insurance brokerage.
- Team Qualifications – Resumes of key personnel who will be assigned to the district’s account.
- Approach & Strategy – A detailed description of how the firm will assist the district in managing and optimizing its benefits programs.
- Client References – A list of at least three (3) references, preferably from Ohio K-12 school districts.
- Fee Structure – A clear explanation of compensation, including commission-based or fee-for-service pricing.
- Compliance & Legal Requirements – Confirmation of the firm’s licensure and compliance with all applicable regulations.

V. SUBMISSION DETAILS

Proposal Deadline: April 11, 2025, at 3:00 PM (EST)

Submission Format: Proposals must be submitted via email to:

Brandon Gregg, Treasurer/CFO

Email: brandon.gregg@rollinghills.k12.oh.us

No Phone Calls: All inquiries must be submitted in writing via email.

VI. EVALUATION CRITERIA

- Experience and qualifications of the firm and assigned personnel (25%)
- Demonstrated ability to secure competitive insurance options (25%)
- Cost-effectiveness and transparency of the fee structure (20%)
- Approach to client support, compliance, and employee engagement (20%)
- References and past performance with similar clients (10%)

VII. RESERVATION OF RIGHTS

The Rolling Hills Local School District reserves the right to:

- Accept or reject any or all proposals.
- Request additional information or clarification from proposers.
- Negotiate terms that are in the best interest of the district.
- Cancel or modify this RFP at any time.

VIII. AWARD OF CONTRACT

The selected broker will be notified following the evaluation process. The district anticipates entering into an agreement with the selected firm for an initial term of one (1) year, beginning July 1st, 2025, with an option for renewal based on performance.