

# CITY OF CORAL GABLES, FL

2800 SW 72nd Avenue, Miami, FL 33155  
Finance Department / Procurement Division  
Tel: 305-460-5102, Fax: 305-261-1601

## PUBLIC NOTICE

### Request for Proposals (RFP) No.: 2024-020

The City of Coral Gables, Florida is seeking proposals for Group Medical Insurance Services, from qualified and experienced companies, readily available to provide the services outlined in this solicitation.

The Request for Proposal (RFP) package may be downloaded by visiting [INFOR](#). Prospective bidders must register with INFOR, free-of-charge, in order to download the solicitation. A detailed user guide for the registration process may be downloaded by visiting the [Procurement Division Supplier Services webpage](#).

Any prospective proposer who has received this solicitation by any means other than through INFOR must register immediately with INFOR to ensure it receives any addendum issued to this solicitation. Failure to acknowledge receipt of an addendum may result in disqualification of bid submitted.

Solicitations responses must be *submitted electronically* through INFOR. This includes responses to invitation for bids (IFBs); requests for proposals (RFPs); requests for qualifications (RFQs); and any other formal solicitation.

A user guide for responding electronically to solicitations can be found by visiting the [Procurement Division Supplier Services webpage](#).

Any request for additional information or clarification must be received in writing through INFOR no later than **June 28, 2024, at 4:00 p.m.** Proposers should not rely on any representations, statements or explanations other than those made in this RFP or in any written addendum to this RFP.

A non-mandatory pre-proposal conference will be held on **June 14, 2024, at 3:00 p.m.** Attendance shall be via [Zoom](#) video conference: Meeting ID: 838 0866 8137 Passcode: 461125. Prior to the pre-bid meeting, the name of the companies and meeting participants that plan to attend should be sent to [ngarcia2@coralgables.com](mailto:ngarcia2@coralgables.com). Attendance is encouraged and recommended as a source of information but is not mandatory.

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**Electronic submittals for RFP No. 2024-020 will be received until 2:00 p.m., on July 26, 2024, via INFOR.**

Certified minority business enterprises (as defined in Florida Statutes §287.0943 and §288.703) and other minority or woman-owned enterprises are encouraged to respond to this solicitation.

#### Anticipated Schedule of Events:

<b>Solicitation Advertisement</b>	Thursday, June 6, 2024
<b>Non-Mandatory Pre-Proposal Conference</b>	Friday, June 14, 2024, at 3:00 PM
<b>Deadline for Questions</b>	Friday, June 28, 2024, at 4:00 PM
<b>Submittal Deadline</b>	Friday, July 26, 2024, at 2:00 PM

Award of this solicitation will be made to the highest ranked responsive and responsible proposer, based on the criteria outlined in this solicitation, within a reasonable time after opening of proposals. However, the City reserves the right to accept or reject any and/or all Proposals or sections thereof and waive any informalities or technicalities at any time during the RFP solicitation process.

PRICING MUST BE FIRM FOR ONE-HUNDRED AND TWENTY (120) DAYS.

This solicitation is subject to the following Ordinances/Resolutions which may be found on the City of Coral Gables Website: <http://www.coralgables.com>, click on Government, City Department, Procurement, Procurement Links, Procurement Code (City Code Chapter 2 Article VIII).