



TARRANT COUNTY PURCHASING DEPARTMENT

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NOTICE OF INTENT

RFP NO. 2023-012

**REQUEST FOR PROPOSALS FOR
ANNUAL CONTRACT FOR VOLUNTARY GROUP BENEFIT PLANS**

Tarrant County is requesting proposals for its **RFP FOR ANNUAL CONTRACT FOR VOLUNTARY GROUP BENEFIT PLANS** for the **HUMAN RESOURCES DEPARTMENT**. Those interested in participating in this process may download **ALL** documents related to this RFP from the Requests for Proposal/Bids section of the Purchasing Page on the Tarrant County website.

Download Instructions: Go to www.tarrantcounty.com; Click "Doing Business"; Click "Bid Opportunities"; Click Bids/Request for Proposal (RFPs); Click "Current Solicitations".

**PROPOSALS ARE DUE IN THE PURCHASING DEPARTMENT ON
OCTOBER 20, 2022 AT 2:00 P.M., CST**

A Pre-Proposal GoToMeeting Video Conference will be held:
MONDAY, SEPTEMBER 26, 2022 AT 2:00 P.M., CST

RSVP: Vendors planning to attend the Pre-Proposal GoToMeeting Video Conference must RSVP to Elaine Johnson, CPPB, Senior Contracts Administrator, via fax 817-884-2629 or, if unable to fax, email to BidQuestions-RSVP@tarrantcounty.com by 5:00 p.m., CST, Friday, September 23, 2022. Confirmed receipt by Tarrant County of this email is required.

An RSVP must be completed by each company representative wishing to participate in the GoToMeeting Video Conference and an email address must be provided for each.

After the RSVP deadline, a GoToMeeting invitation will be sent to participants.

Company Name: _____ Contact Name _____

Tel. No.: _____ Fax No.: _____

E-Mail Address(s): _____

The deadline for receipt of all questions is 12:00 p.m., CST, Tuesday, September 27, 2022. After this deadline, all questions and responses will be posted on the website and available for download by interested parties.

All questions **must** be submitted in writing and directed to Elaine Johnson, CPPB, Senior Contracts Administrator, via fax at **817-884-2629** or, if unable to fax, email to BidQuestions-RSVP@tarrantcounty.com. The email must include the RFP No. in its subject and confirmation of receipt by Tarrant County is **required**.

All documents relating to this RFP, including, but not limited to, the RFP document, questions and responses, addenda and special notices will be posted under the RFP number on the Tarrant County website and available for download by Respondents and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. It is the Respondent's sole responsibility to review this site and retrieve all related documents up to the RFP due date.