

CARROLL COMMUNITY COLLEGE
Board of Trustees

PUBLIC NOTICE OF SOLICITATION
For
RFP No.: CFY231022-03
LIFE & LONG-TERM DISABILITY INSURANCE

NOTICE IS HEREBY GIVEN that The Board of Trustees of Carroll Community College ("Carroll") is requesting qualified Offerors to submit proposals to provide group life and disability policies that match or exceed current benefit levels and are priced competitively compared to their peers. Carroll is also looking for Offerors that provide a high level of customer and member service, can meet reporting and billing expectations, and meet the other requirements set forth in this Request for Proposal.

Copies of the REQUEST FOR PROPOSAL (RFP) documents may be requested by contacting Carroll's Procurement Office at <https://www.carrollcc.edu/About/Procurement/> or by email to cbednar@carrollcc.edu.

Due to sensitive nature of data which may be provided to accurately respond to this solicitation, Offerors are required to complete a Non-Disclosure Agreement (NDA) prior to receiving the solicitation document. Upon request of the solicitation, the blank NDA form will be sent. After the signed form is sent back via email to cbednar@carrollcc.edu the solicitation document will be sent.

Complete, properly identified, and endorsed responses will be received and secured up to 12:00:00 pm local time on Friday, January 6, 2023 via Equity Hub's Bid Locker. Improperly packaged responses or those received after the date and time designated cannot be accepted. It is the responsibility of each Offeror to ensure timely delivery of the response. Withdrawal of a response prior to the designated closing date and time is acceptable. After the designated date and time, all responses are final and may not be withdrawn or canceled within 90 days following the deadline.

Responses to this solicitation will be considered as offers and may be used to form a binding contract with Carroll Community College. Responses will be evaluated, ranked, and scored by Carroll. All responses shall be in the format specified by Carroll in the solicitation document.

This solicitation is being conducted by:

Carroll Community College
Procurement Office A201A
1601 Washington Road
Westminster, MD 21157

Chuck Bednar
Coordinator of Procurement
410-386-8047
cbednar@carrollcc.edu

Carroll Community College's Board of Trustees reserves the right to reject all responses and to waive any formalities, informalities, or technicalities as it deems necessary, appropriate, or in Carroll's best interest. Final award of contract is subject to availability of funding.

Carroll Community College is an Equal Opportunity Institution. Minority, small and woman-owned businesses are encouraged to submit bids for this project.