

New Prague, Minnesota

A Tradition of Progress



CITY OF NEW PRAGUE
EMPLOYEE BENEFITS CONSULTANT/BROKER RFP

PROJECT INTRODUCTION

The City of New Prague (“City”) is requesting proposals from qualified firms to provide employee benefits consulting and brokerage services (agent of record).

The City seeks a trusted partner to assist with vendor selection, cost management, plan design, regulatory compliance, and employee support, while delivering clear, practical recommendations appropriate for our municipal environment. City benefit functions include managing multiple vendor and service provider contracts, including:

- Medical
- Dental
- Life and AD&D
- Long Term Disability
- Short Term Disability
- Paid Family and Medical Leave
- HSA / FSA
- Other Voluntary Benefits (Vision Materials, Accident, Critical Illness, Hospital Indemnity)

PROJECT BACKGROUND

The City employs 56 full-time employees, 1 part-time employee, and a number of seasonal employees across multiple departments and enterprise funds. There is one organized bargaining group, Law Enforcement Labor Services (LELS), which is made up of eleven (11) full-time City employees including Sergeants, Detectives, and Patrol Officers.

The City is currently self-insured through the SourceWell Insurance Pool for its employee benefits.

SCOPE OF SERVICES

The selected firm will provide services including, but not limited to:

A. Annual Renewal & Marketing

- Prepare and present renewal options
- Market plans to carriers as appropriate
- Negotiate rates, terms, and plan design

B. Plan Design & Strategy

- Recommend cost-saving strategies
- Benchmark against similar Minnesota municipalities
- Evaluate deductibles, co-pays, and contribution structures

C. Compliance Support

- Provide Guidance on, but not limited to:
 - Affordable Care Act
 - COBRA
 - Section 125 Plans
 - Paid Family Medical Leave
- Communicate regulatory updates

D. Employee Support

- Assist with open enrollment meetings, including but not limited to, presenting materials to employees
- Provide clear employee communication materials
- Be available for employee questions as needed

E. Ongoing Service

- Provide regular check-ins (at least quarterly, more as needed)
- Assist with claims or service issues
- Support City staff with benefit-related questions
- Present to City Council as needed

CURRENT BENEFITS & CONTRIBUTIONS SNAPSHOT

- Health Insurance (BlueCross/BlueShield) – Coverage begins 1st of the month following hire:
 - Single coverage - Employee is responsible for 20% = Employee pays \$157.60/month
 - Deductible: \$3,400
 - Employer HSA Contribution: \$1,125
 - Family coverage - Employee is responsible for 20% = Employee pays \$474.00/month
 - Deductible: \$6,800
 - Employer HSA Contribution: \$2,250
- Dental Insurance (Health Partners) – Coverage begins 1st of the month following hire:
 - **Employer Paid at 100%**
 - EE Only \$43.81 / EE + 1 \$92.10 / EE + Family \$143.42
- Short-Term Disability (MetLife)
 - **Employer Paid at 100%**
 - Plan Pays 50% of your earnings to a weekly maximum of \$1,500 up to 24 weeks
 - Benefits payable starting on the 15th day of disability or illness
- Life Insurance (MetLife) – Coverage begins first day of employment
 - **Employer Paid:** Employee \$35,000; Spouse \$5,000; Child \$2,500

Additional Employee Elective/Voluntary Benefits offered (paid by Employee):

- Additional Life Insurance – MetLife
- Long-term Disability – MetLife
- Deferred Compensation Plans – MN State Deferred Compensation Plan
- HSA additional contribution: 2026 Individual Maximum \$4,400 / 2026 Family Maximum \$8,750
- Flexible Spending Account (FSA)
 - Dependent Care \$7,500 family max
 - Healthcare \$3,400 max limited to eligible vision and dental only
- Vision – EyeMed monthly cost: EE \$8.68 / EE + Spouse \$16.49 / EE + Child(ren) \$17.36 / Family \$25.52
- Accident Insurance – Hartford monthly: EE \$5.42 / EE + Spouse \$8.55 / EE + Child(ren) \$9.20 / Family \$14.43
- Critical Illness - Hartford monthly cost based on employee age: Age 35 \$12.40 / Age 45 \$22.40 / Age 55 \$41.00

PROPOSAL REQUIREMENTS

Proposals should include the following:

A. Firm Information

- Company overview
- Experience with Minnesota public sector clients
- Number of similar-sized municipal clients

B. Assigned Team

- Primary contact person
- Key staff and relevant experience

C. Methods & Procedures

- Approach to working with municipalities of similar size
- Identify a reasonable timeline and necessary communication for January 1st, 2027, renewal, indicating tasks required with the start and completion dates for each.
- Renewal and marketing strategy
- Communication style and service model
- Procedures used to gather and analyze data, example: use of analytical software and/or artificial intelligence

D. Compensation

- Clearly outline:
 - Rate and commission-based, fee-based, or hybrid structure
 - Any additional or indirect compensation

E. References

- Minimum of three (3) public sector clients, preferably Minnesota cities

SELECTION PROCESS AND PROPOSAL EVALUATION

Proposals will be evaluated using a combination of the criteria summarized below, not necessarily the lowest price:

- 1) Firm and team's public sector experience, background and expertise;
- 2) Proposed methods and procedures;
- 3) Service approach;
- 4) References; and
- 5) Pricing/fees.

OTHER

Questions regarding this Request for Proposal should be directed to:

Robin Pikal

Finance Director | City of New Prague

Mailing address: 118 Central Ave N | New Prague, MN

rpikal@newpraguemn.gov P: 952-758-1133

TERMS

Award of Agent of Record:

Award of the Agent of Record arising from any proposal submitted as a result of this RFP will require approval by the City of New Prague's City Council as prescribed by City Ordinances and Resolutions with an assumed start date of July 1, 2026.

Addendum of the RFP:

If it becomes necessary to revise any part of this RFP, an addendum to the RFP will be provided in writing to all proposers. All addenda issued during the time of submission will be incorporated into any resulting agreement.

Rejection of Submission of Proposals:

The City of New Prague reserves the right to reject any and all proposals for any, or no reason, and furthermore reserves the right to accept any proposal deemed to be in the best interest of the City.

Public Information:

After the date specified for the opening of the RFP, all materials received relative to this proposal will become public information and be available for inspection. The City reserves the right to retain all proposals submitted, whether or not the proposal was selected or judged to be responsive.

Proposal Validity Period:

Submission of a proposal will signify the firm's agreement that their proposal is valid for at least ninety (90) days from the date of opening.

- *Minor revisions to original proposals, if requested by the City, may be negotiated following the proposal deadline and prior to being submitted to the Council for approval.*
- *The City of New Prague shall not be liable for any expenses incurred by the firm associated with the preparation of the proposal, including but not limited to: onsite or virtual attendance at an oral presentation, onsite visit, preparation of a contract/fee schedule, or final proposal/contract negotiations.*

Insurance Requirements

Prior to the commencement of any services, the selected firm shall provide a Certificate of Insurance displaying the following coverage:

- Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Professional Liability (Errors and Omissions) Insurance with limits of not less than \$1,000,000 per claim, covering negligent acts, errors, and/or omissions in the performance of professional services.
- Workers' Compensation Insurance in accordance with statutory requirements of the State of Minnesota.

Coverage shall be maintained for the duration of the firm's services for the City. The City reserves the right to review and approve all insurance coverage and limits. The firm selected shall provide updated Certificates of Insurance upon request.

SCHEDULE OF EVENTS

Proposal Calendar Summary:

Send out request for proposals: Tuesday, May 5th, 2026

Pre-proposal questions due: Friday, May 15th, 2026

Answers to questions distributed: Tuesday, May 19th, 2026

Proposals due from interested parties: 3pm Tuesday, May 26th, 2026

Probable interview dates: Week of June 1st, 2026

Action by City Council: June 15th, 2026