



## **NOTICE**

### **REQUEST FOR PROPOSALS EMPLOYEE HEALTH & WELFARE BENEFITS BROKER SERVICES**

Spokane Airports  
Spokane, Washington

The Spokane Airport Board (Board), operators of Spokane International Airport, Felts Field Airport and the Airport Business Park (hereinafter collectively referred to as SPOKANE AIRPORTS), is seeking written proposals from experienced and qualified brokers desiring to provide Employee Health and Welfare Benefits Broker services for up to a 3-year engagement.

The selected Broker will be expected to provide a full range of services, including but not limited to, placing the Board's employee insurance coverages, assisting with strategic benefits planning, providing compliance assistance, and resolving insurance related issues.

Brokers must submit one (1) original and six (6) copies of their written proposal no later than 2:00 p.m., Pacific Time, Monday, April 10, 2017. Timely written proposals must be delivered to, received and time stamped by Airport staff at Spokane International Airport, Administrative offices at 9000 West Airport Drive, Suite 204, Spokane, WA 99224. Written proposals delivered after 2:00 p.m. Pacific Time, Monday, April 10, 2017 **will not be accepted.**

The Board reserves the right to make no decision and to reject all written proposals for any reason, and/or to waive any minor irregularities or conditions or to follow up on details or issues. However, proposals may also be evaluated solely on the submitted written proposal without follow up or further discussion.

In considering every proposal for the provision of Employee Health and Welfare Benefits broker services, the Board will consider whether or not the written proposal will be in the best interest of the overall needs of the organization. Acceptance of any timely written proposal shall be at the sole discretion of the Board.

This RFP and any addendums thereto shall be posted on the Spokane International Airport website at <http://business.spokaneairports.net/rfp/> beginning on March 12, 2017.

Spokane Airport is an Equal Opportunity Employer and encourages Disadvantaged Business Enterprises to participate in the competitive proposal process.