



Students First!

ADMINISTRATIVE SERVICES
PURCHASING DEPARTMENT

Request for Proposal # 1054

FOR

Benefit Broker Services

DATE DUE: October 23, 2026, on or before 2:00 P.M. EDT

SUBMIT TO:

Joshua Howell

Director of Purchasing

Westmoreland County Community College

145 Pavilion Lane

Youngwood, PA 15697

Point of Contact:

howelljo@westmoreland.edu

724-925-4185

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

TABLE OF CONTENTS

1 COLLEGE INFORMATION AND INSTRUCTIONS TO VENDORS

- 1.1 General College Information
- 1.2 Scope of Work
- 1.3 CARES Act Grant Disclosure
- 1.4 Proposal Due Date
- 1.5 Calendar
- 1.6 Issuing Office
- 1.7 Instructions to Vendors
- 1.8 Format for Response

2 GENERAL TERMS AND CONDITIONS

- 2.1 Terms and Conditions

FORMS

- Page 16: References
- Page 17: Acknowledgement Form
- Page 18: Certification of Contract/Bidder
- Page 19: Non-Collusion Affidavit Instructions
- Page 20: Non-Collusion Affidavit
- Page 22: Business Size and Class Certification Form

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

1.1 GENERAL COLLEGE INFORMATION

Since its founding in 1970, Westmoreland County Community College (“WCCC”, or “Westmoreland”) has provided affordable, high-quality, postsecondary education to thousands of southwestern Pennsylvania residents.

Westmoreland is a comprehensive community college serving approximately 3,000 full-and part-time students each fall and spring semester at seven locations and online. The college encompasses the main campus and six education centers in Westmoreland-and Indiana counties, strategically located to serve every area of the region.

The main campus is located in rural Youngwood, PA, a short distance from the New Stanton Interchange of the Pennsylvania Turnpike off of US Route 119. The 80-acre campus comprises four buildings: Student Achievement Center, Health and Culinary Center, Science Innovation Center and the Business and Industry Center all of which contain general classrooms, smart classrooms and laboratories with modern equipment that provide opportunities for students to gain hands-on experiences in a variety of career fields. The Student Achievement Center also contains the college store, library, student activities center, gymnasium and fitness center, and more. In addition, there are athletic fields for baseball, softball, soccer and other sporting activities.

Westmoreland’s state-of-the-art Advanced Technology Center offers education and training for students and incumbent workers in advanced manufacturing. Occupying 73,500-square-feet-of-space at RIDC-Westmoreland in Mount Pleasant, the center features numerous specialized labs to enhance learning including computer-aided drafting and design, numerical computer control, electronics, energy, metallurgy and welding/virtual welding.

Complementing the credit programming are a full array of student services, including financial aid, tutoring, and career placement, and student life activities such as intercollegiate athletics, intramurals and clubs.

The college also offers a variety of continuing education courses in workforce training, professional development, health care, computer training, personal enrichment, and public safety.

Westmoreland works with government, business and community leaders to continually develop and offer innovative and educational programs to improve the lives of the constituents it serves.

A full description of the Westmoreland College experience can be found at www.westmoreland.edu.

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

1.2 SCOPE OF WORK

WCCC is seeking to name a Broker of Record for its employee insurance benefits and is looking for continuity of services in the rapidly changing area of employee benefits. WCCC is particularly interested in a broker with a proven track record, who will serve as a strategic partner and offer creative, innovative solutions that allow WCCC to maintain quality programs and contain or reduce benefit-related costs.

The selected broker will perform a full range of benefit program services related to the acquisition, implementation, maintenance, communication and improvement of WCCC's employee insurance benefits. We expect a partner who understands and has experience with the complexity of higher education benefits.

Current Insurances with policy through June 30, 2027

- Group Healthcare – Highmark/PPO Blue
- Group Stop Loss – HM Insurance Company
- Group Vision – VBA (Vision Benefits of America)/PPO
- Group Long Term Disability - Reliance Standard
- Group Basic Life/AD&D – Reliance Standard

Current Insurances with policy through June 30, 2028

- Group Dental – MetLife/PPO

Project Management

Proposals for the services must designate a project manager who will be solely responsible for conduct of the work. Any change in project manager must be approved by Westmoreland County Community College. The project manager shall be supported by a team of specialists and generalists qualified to perform the services required by Westmoreland County Community College. Brief resumes of each project team member must be submitted with proposals, together with a description of the duties each member will perform. The team must be available to attend campus meetings as needed.

Minimum Qualifications of Broker

WCCC will consider proposers who meet the minimum qualifications:

- The proposer shall have at least ten (10) consecutive years of experience in Pennsylvania providing brokerage and benefits consulting services to public or private entities. The firm shall have provided such services to jurisdictions whose service populations are similar in size and complexity to that of WCCC.
- The proposer must be legally authorized to do business in the Commonwealth of Pennsylvania and shall meet all licensing and other requirements imposed by State and Federal laws and regulations.

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

- The proposer shall have experienced management staff, possessing comprehensive knowledge of benefit administration pertaining to public employers and institutions of higher education.
- The proposer shall possess knowledge of applicable laws, regulations and codes and shall be familiar with local conditions and trends relating to group insurance in Pennsylvania.
- The proposer's office must provide assurance of reasonable staffing continuity over the contract period, preferably based in the western Pennsylvania area.

Minimum Qualifications of the Staff

- The staff members assigned to WCCC's account shall have ten (10) years of benefit administration and client management experience and provide credentials documenting such experience.

Basic Selection Criteria

- Understanding of the work required as evidenced by the proposal.
- The qualifications and experience of key personnel to be assigned to Westmoreland County Community College.
- Extent and success of previous work provided to organizations similar in size to WCCC and references provided verifying required experience and level of service.
- Total resources of the broker that can be applied to the advantage of Westmoreland County Community College.
- The scope of the services offered and the extent to which they meet or exceed the requirements of Westmoreland County Community College.
- Advice and support with respect to the legal implications and requirements of the employee benefits programs.
- The proposed cost to carry out the services requested.
- The selected broker shall provide services including, but not limited to, the following:

1. Analysis and Reporting

- A. Analyze existing coverages and identify or develop cost-saving alternative benefit strategies and plans.
- B. Assist WCCC in monitoring and analyzing experience trends and providing timely alerts on changing patterns and provide appropriate recommendations.
- C. Provide insights on emerging benefit trends in higher education and among comparable peer institutions. Provide financial and/or performance reviews of self-funded or fully insured plans and programs.
- D. Provide various types of reports as needed, such as cost analysis for benefit changes, and other statistical, financial, forecasting, trend, or experience reports.
- E. Prepare and present reports on trends, new products and audits, as requested.
- F. Regularly monitor and evaluate performance measures and guarantees for providers.

2. Long-Range Planning

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

- A. Assist Westmoreland County Community College in the development of multi-year employee benefits goals, including making projections on potential savings and strategies to implement these goals.
- B. Provide Westmoreland County Community College information on employee benefit issues, trends and proposed/new legislation especially in the educational industry.
- C. Conduct reviews upon request of selected employee benefit package for quality of benefits provided, cost effectiveness, competitiveness and plan administration.

3. Plan Design & Rate Negotiation

- A. Assist in the design of a program which meets the benefit needs and budget considerations of Westmoreland County Community College including employee cost sharing provisions.
- B. Assist with annual benefit renewals, including negotiation of changes in contracts.
- C. Negotiate renewal rates with current carriers including evaluating retention, formulas, trend projections and claims reserves.
- D. Assistance with respect to benefits during labor negotiations.
- E. Go to market as needed for proposal of employee benefits, including preparation of bid specifications, identification of appropriate markets, analysis of proposals received, recommendations and assistance in negotiation.
- F. Compare renewal rates with proposal responses and provide Westmoreland County Community College with a detailed analysis.
- G. Audit resulting contracts for accuracy of coverage, terms and conditions.
- H. Monitor ongoing contracts, including provider plan administration, provider compliance with contract and incurred claims with reports quarterly. Provide usage data as comparison to establish strategy for WCCC.
- I. Evaluate and prepare possible plan design alternatives and potential premium savings versus employee exposure.
- J. Evaluate various insurance products submitted by carriers, agents and brokers.
- K. Research alternate funding arrangements such as self-funding, minimum premium, etc.

4. Day-to-Day Administrative Service

4.1 Liaison and Problem Intervention

- A. Act as liaison between WCCC and insurance providers.
- B. Provide day-to-day consultation on plan interpretation and problem resolution.
- C. Provide timely customer service and assistance to staff, with issues such as provider billing, claims, vendor service issues/problems, advocacy for services, disputes, interpretation of contracts and services, changes and general troubleshooting.
- D. Meet with Westmoreland County Community College management and Human Resources staff, as requested.
- E. Assist Westmoreland County Community College's Executive Director/Human Resources and Coordinator/Human Resources with any claim or administrative discrepancies.
- F. Provide a key contact person to be available to answer questions and resolve issues that arise regarding employee benefits, contract administration and service provisions throughout the term of the contract. Attend employee meetings as needed.
- G. Perform other related consultation services as requested.

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

4.2 Employee Communication

- A. Assist WCCC in design of appropriate employee benefits communications.
- B. Design and produce high-quality employee communication materials including announcements, benefit/open-enrollment brochures, etc.
- C. Participate in the annual open enrollment process/meetings, to whatever degree Westmoreland County Community College deems appropriate, including the planning and presentation of onsite employee meetings at various locations.
- D. Provide up to date utilization reports and participate in regularly scheduled meetings with the Healthcare Monitoring Committee.

5. Compliance

- A. Assist with ongoing plan administration and ensure that programs are in compliance with Local, State, and Federal regulations.
- B. Provide staff information, as needed, regarding regulatory updates and/or Best Practice for the effective administration of benefits plan.
- C. Review and disseminate information to staff on new or revised State and Federal legislation that may impact benefits programs.
- D. Assist staff with annual audit to ensure compliance with all mandated reporting and posting/notice requirements for benefit plans.
- E. Develop and/or assist in developing communication materials and tools for conducting dependent verification audits.
- F. Provide support with federal, state and local requirements such as COBRA, HIPAA, FMLA, ACA, and other applicable laws.
- G. Provide advanced updates of pending federal, state and local legislative issues which may affect Westmoreland County Community College.
- H. Review employer plans for possible compliance issues based on enacted and impending legislation.
- I. Prepare benefit-related forms as required for compliance on all health & welfare plans for Westmoreland County Community College.
- J. Perform other compliance-related services.

6. Annual Renewal Process and Evaluation

- A. Establish a strategy for benefits, both annually and three to five years in the future. Consider trends, prospective legislation, new delivery systems and geographic health-care practices to make long-term projections.
- B. Review and make WCCC cost saving recommendations regarding the modification of plan design, benefit levels, premiums, communications and quality of current employee benefit plans.
- C. Recommend appropriate premium rates and reserves to maintain the viability of the plans to ensure that quality and cost-effective benefits are provided by the plans.
- D. Provide annual estimates of renewal rates and cost trends to assist staff in preparation of budget figures.
- E. Conduct thorough and applicable market research in preparation for contract renewals.

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

- F. Represent WCCC in all negotiations with providers on various topics, including, but not limited to, premiums, benefit levels and plan design, performance measures and guarantees, contractual terms and conditions, and quality assurance standards.
- G. Make recommendations for items of negotiation with providers, including, but not limited to, benefit levels and plan design, premiums, quality of service, performance measures and guarantees, and return on investment, where applicable.
- H. Prepare specifications and compile data, obtain quotes and proposals, negotiate rates and analyze and compare proposals.
- I. Review rate proposals to ensure underlying assumptions are appropriate and accurate.

7. Employee Wellness

- Assist in the development and implementation of an employee wellness program to improve employee health and reduce healthcare costs, both in the short-term and in the long-term.
- Draft communication pieces for distribution to WCCC employees and families related to wellness services, including special events and screenings.
- Deliver reports and regularly meet with the WCCC's Wellness Initiative Team.

8. Special Projects

- The broker may be requested to do special projects and/or studies required by Westmoreland County Community College.

Proposal Format

The proposal response must clearly demonstrate the qualifications, expertise, competence and capability of the vendor. Proposals shall be submitted in the following format:

- Introductory comments.
- Description of firm, general qualifications and the office from which the account will be serviced.
- Nature and years of experience of project manager and team members to be assigned to WCCC.
- Description of services to be provided and approach.
- Strategic planning process.
- Schedule of fees/commission levels and how you expect to be paid. Include any payments your firm would receive from WCCC benefit plans. (see Broker Compensation below)
- Time frame for providing specified services.
- Insurance companies used for each of the products.
- A list of client references (three to five) with benefit structures similar to WCCC, to include name of business, contact person, phone number and email address. Include the time period you have serviced those clients.
- Please include sample communication pieces distributed to the employee or the employer on benefit changes, news or trends. Also describe any on-line capabilities available for both the employee and employer.
- Please discuss methods of communication used to inform employers of compliance issue changes - via email, employer handbook, etc.

Broker Compensation

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

- A. Compensation of the broker will be based either on contractual fees paid by Westmoreland County Community College and/or sales fees paid by the insurance carrier under the carrier's standard commission/service fee schedule.
- B. Include any payments your firm would receive from overrides, contingencies, or other extra payments from the carriers of WCCC benefit plans. Detail how this revenue will be used to reduce the fees paid by Westmoreland County Community College or to provide additional services.
- C. Please provide your suggested structure of annual fees for your services to perform the services outlined in the Description of Work section. List preferred and all alternative methods of compensation available along with total annual costs to be paid by WCCC, as well as any anticipated earnings from other sources related to your service of our plans. Include any payments that will be received.
- D. WCCC reserves the right to review and/or audit any records of the selected broker.

THE COLLEGE BOARD OF TRUSTEES RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR ANY PART THEREOF

1.3 CARES ACT GRANT DISCLOSURE

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, U.S. Department of Education grantees shall clearly state: 1) the percentage of the total costs of the program or project which will be financed with Federal money; 2) the dollar amount of Federal funds for the project or program; and 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division B, Title V, Section 505 of Public Law 115-245, Consolidated Appropriations Act, 2019.

1.4 PROPOSAL DUE DATE

The due date of this RFP is Friday, October 23, 2026, on or before 2:00 p.m., EDT. **Responses must be clearly marked with the RFP number and RFP title listed in this document and your company name in the lower left corner of the outer envelope or box. Submissions must also be emailed to howelljo@westmoreland.edu on or before the due date. The time of submission will be based on when the email is received. The paper copy must be mailed and cannot be dropped off on campus.** The purchasing department will distribute the copies to proper personnel.

The college will not consider or examine late responses. Amended responses will not be considered unless they are received in the Purchasing Department on or before the above date and time. The official copy must contain the complete response and related materials. A duly constituted corporate official legally capable of binding the contractor must sign responses.

The college reserves the right to reject any or all proposals or any part thereof.

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

1.5 CALENDAR

Date	Event
Friday, September 11, 2026	RFP Issued
Friday, September 18, 2026, by 5:00 P.M. EDT	Questions due to Joshua Howell at howelljo@westmoreland.edu
Friday, October 2, 2026, by 5:00 P.M. EDT	Addendum emailed (if applicable)
Friday, October 9, 2026, prior 5:00 P.M. EDT	Acknowledgement / Intent to Propose
Friday, October 23, 2026, on or before 2:00 P.M. EDT	Proposals must be submitted to the Purchasing Department: howelljo@westmoreland.edu
January 4-6, 2027	Final Candidate Interviews College will contact the selected Finalists prior to dates listed.
January 27, 2027	Recommendation to the Board
February 1, 2027- January 31, 2032	Original Contract Term (60 months) • Additional 1-year Terms at written request

1.6 ISSUING OFFICE

This request for proposal is issued for the Westmoreland County Community College by the Purchasing Department. The issuing office is the sole point of contact for the college for this RFP. Please refer all inquiries in writing to:

Joshua Howell
Director of Purchasing
Westmoreland County Community College
145 Pavilion Lane
Youngwood, PA 15697
Phone: 724-925-4185
howelljo@westmoreland.edu

1.7 INSTRUCTIONS TO VENDORS

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

Advice: The department responsible for this RFP is the Purchasing Department located at 145 Pavilion Lane Youngwood, PA 15697. The WCCC point of contact is Joshua Howell, Director of Purchasing: howelljo@westmoreland.edu.

Examination of the Document: Bidders are responsible for examining the solicitation documents and any addenda issued to become informed to all conditions that might in any way affect cost or performance of any work performed. Should the bidder find discrepancies in or omissions from the solicitation documents or should their intent or meaning appear unclear, promptly report such to the College, per below. Failure to do so will be at the sole risk of the bidder.

Question Submittal Process: Questions can be sent to Joshua Howell, electronically at howelljo@westmoreland.edu on or before Friday, September 18, 2026, at 5:00 P.M. EDT. All questions and answers will be published and provided to all potential vendors, by means of an Addendum to the RFP, on or before Friday, October 2, 2026, by 5:00 P.M. EDT.

Submission: The submission of a response shall be *prima facie* evidence that the vendor has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

All proposals **MUST** include the Certification of Bidder form. The proposal **MUST** be submitted by the date and time of opening and **MUST** include one (1) original, one (1) copy, and one (1) electronic (email) copy of the RFP must be provided. The email copy must be emailed by the deadline to Joshua Howell at howelljo@westmoreland.edu.

RFP's must be addressed to: Westmoreland County Community College, Attn: Joshua Howell, Director of Purchasing, 145 Pavilion Lane Youngwood, PA 15697. Proposals must be submitted in a **Sealed Envelope** with RFP #1054 Benefit Broker Services and your company name in the lower left corner of the outer envelope.

RFPs not submitted in the format as instructed by this RFP may not be accepted. Addendums to your proposal, once filed, may be submitted in a sealed envelope only, and properly identified, prior to the opening hour.

Receipt of RFP / Late RFP: Sealed RFPs shall be received and remain unopened until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. WCCC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

RFPs received after the date and time specified shall be considered LATE, and shall not be considered for award, and will be returned to the Bidders, unopened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of sixty (60) days subsequent to the opening of the RFP without the prior written approval of the Director of Purchasing or Westmoreland County Community College.

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

Addenda: The only method by which any requirement of this solicitation may be modified is by written addendum.

If an addendum to the proposal is document required, WCCC will mail the addendum within a reasonable time prior to the due date. WCCC is not responsible if a vendor does not receive the proposal revision in time to include the information with the proposal submission. Proposals may not be considered if they do not include acknowledgement of a formal addendum. Addendums will be mailed to all vendors of record and such addendum shall be acknowledged by signing and including in your proposal submission.

Cancellation of the RFP: If the College determines that it is in the College's best interest, the College reserves the right to do any of the following:

- Cancel the RFP in its entirety
- Modify the RFP, in writing, as needed
- Reject any and / or all proposals received for this RFP

Taxes: WCCC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, WCCC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, WCCC's Tax Exemption Certificate will be furnished.

Insurance: The vendor performing services for WCCC shall:

1. Maintain worker's compensation insurance as required by Pennsylvania statutes, for all employees engaged in the work.
2. Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.
3. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

1.8 FORMAT FOR RESPONSE

Proposals must be organized in the order presented in this RFP and include a Quotation which is based on the specifications provided by Westmoreland County Community College. Proposals not organized in the prescribed manner will be eliminated from consideration. The Vendor must respond, in order, to all of the items listed in the RFP, use the numbering system of this RFP, and be complete and comprehensive in a concise manner.

The Vendor must provide written, point-by-point narrative responses to each Proposal requirement; simply stating "agreed" or "complies" is not acceptable. Supplemental technical information, product

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

literature and other supporting materials that further explain or demonstrate the proposed system capabilities may also be included within the proposal response.

All Vendors who provide a proposal in response to this RFP are responsible for all costs associated with preparing that proposal, answering all questions, providing the Westmoreland County Community College with requested information, and making a Vendor presentation to the Westmoreland County Community College. The Westmoreland County Community College is under no obligation to incur or reimburse any Vendor for any proposal costs.

A. Title Page

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

B. Table of Content

a. Clearly identify the materials by sections and page number(s).

C. Letter of Transmittal

Limit to one or two pages.

- a. Give the names of the people who will be authorized to make representations for the vendor, their titles, addresses, and telephone numbers.
- b. Indicate any third-party firms involved with your program and state their role(s).

D. Invoicing Procedure

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

1 GENERAL TERMS AND CONDITIONS

2.1 Terms and Conditions

Applicability: These general terms and conditions will be observed in preparing the proposal to be submitted.

Purchase: After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Purchasing.

Right to Cancel: WCCC may cancel any contract resulting from this RFP at any time due to a contractor's breach of any contractual provision by providing the contractor with thirty (30) calendar days' written notice of such cancellation. Should WCCC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

Governing Law and Venue: This contract shall be construed in and governed under and by the laws of the Commonwealth of Pennsylvania. Any actions or remedies pursued by either party shall be pursued in either the Westmoreland County Court of Common Pleas or the Federal District Court for the Western Districts of Pennsylvania.

Dispute Resolution: As a condition precedent to litigation, WCCC and the contractor shall attempt to resolve any controversy or claim arising from any dispute by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

Costs: All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

Confidential Proprietary Information/Trade Secrets: Vendor should be aware that the contents of all submitted proposals are subject to public review and disclosure in accordance with the Pennsylvania Right-to-Know Law. All information submitted with your proposal is presumed to be public information and subject to disclosure under the Right-to-Know Law. If the vendor believes that its proposal contains trade secrets or proprietary confidential information, such information must be clearly marked on the top of each page so considered, "Confidential Proprietary Information." WCCC will notify the vendor if a third party right to know request is submitted for any proposal so marked and may request additional information from the vendor to determine if such information meets the definition of confidential proprietary information or Trade Secrets under the Right to Know Law. Also, WCCC may request from the vendor a redacted copy of the proposal deleting any information considered by the vendor to be confidential proprietary information in order to satisfy the right to know request. While WCCC will endeavor to maintain all submitted information deemed by the vendor to be confidential proprietary information, WCCC will not be liable for the release of such information.

Negotiation: WCCC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. WCCC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of WCCC.

Award: The successful vendor(s), as determined by WCCC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project subject to review and approval of the College Solicitor. The vendor may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from WCCC.

Retention of Documentation: All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of WCCC.

Opening of Proposals: Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

College Environment: The contractor shall be responsible for maintaining an environment in compliance with all rules, regulations, and codes covering an occupied school facility.

Tobacco Restricted: The College is a tobacco restricted campus. All individuals including students, faculty/staff, suppliers, contractors/subcontractors and visitors are prohibited from smoking in college buildings and premises. All individuals are expected to acknowledge the tobacco restricted policy and provide full compliance. Smoking will not be permitted in vehicles during traveling or standing time.

Indemnification: The vendor shall protect, indemnify and hold WCCC and its trustees, officers, employees, and agents harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the vendor.

Disclosure: Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

Invoicing: A copy of this document along with an original invoice must be submitted to the WCCC Accounts Payable email at apinvoice@westmoreland.edu. The purchase order number must be on the invoice.

Subcontracting: No portion of this contract may be subcontracted without prior written permission of the College. Please identify the use of a subcontractor in your RFP response.

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

REFERENCES:

All proposals must include three (3) references including educational institutions (if possible). Local Pennsylvania references are preferred. References should include company name, contact name, address, phone, fax, and email address and contact information for the specific person who is knowledgeable about the contractor's record and performance. References may be contacted for consultation and/or site visits at our discretion.

NAME

COMPANY

ADDRESS

CITY/STATE/ZIP

PHONE/FAX

EMAIL

NAME

COMPANY

ADDRESS

CITY/STATE/ZIP

PHONE/FAX

EMAIL

NAME

COMPANY

ADDRESS

CITY/STATE/ZIP

PHONE/FAX

EMAIL

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

ACKNOWLEDGEMENT OF RECEIPT

This Form Must be Completed and Emailed upon Receiving the Request for Proposal

RFP #1054

Benefit Broker Services

Please fill in the requested information below and return by email, as acknowledgement that you have received the Request for Proposal noted above.

Email this to Joshua Howell prior to: **Friday, October 9, 2026, prior to 2:00 P.M. EDT**

Email to: howelljo@westmoreland.edu

By doing this, we will be able to provide responses to questions and notification of any addenda to the RFP.

Name of Firm: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Name: (Print) _____

Title: _____

Email address: _____

Signature: _____

Date: _____

_____ Yes, our company does have an interest in responding.

_____ No, our company does **NOT** have an interest in responding.

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of Federal or State law.

NAME OF CONTRACTOR/BIDDER

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joshua Howell
Director of Purchasing
Westmoreland County Community College
145 Pavilion Lane
Youngwood, PA 15697

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this RFP. According to the Pennsylvania Antirigging Act, 73 P.S. § 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the RFP.
3. RFP rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the vendor with responsibilities for the preparation, approval or submission of the RFP.
4. In the case of an RFP submitted by a joint venture, each party to the venture must be identified in the RFP documents, and an affidavit must be submitted separately on behalf of each party.
5. The term "complementary RFP" as used in the affidavit has the meaning commonly associated with that term in the RFP process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
6. Failure to submit an affidavit with the RFP in compliance with these instructions may result in disqualification of the proposal.

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

NON-COLLUSION AFFIDAVIT

Contract Name _____ Contract/Bid No. _____

State of _____ County of _____

I state that I am _____
(Name and title) of _____ (Name of firm) and that I am authorized to
make this affidavit on behalf of my firm, and its owners, directors, and, officers. I am the person
responsible in my firm for the price(s) and the amount of this RFP.

I state that:

- (1) The price(s) and amount(s) of this RFP have been arrived at independently and without consultation, communication or agreement with any other contractor, vendor or potential vendor.
- (2) Neither the price(s) nor the amount(s) of this proposal, and neither the approximate price(s) nor approximate amount(s) of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from responding to this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or non-competitive proposal or other form of complementary proposal.
- (4) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

Westmoreland County Community College
Request for Proposal #1054
Benefit Broker Services

- (5) _____ (Name of firm), its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to submitting a proposal on any public contract, except as follows:*

I state that _____ (Name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by **Westmoreland County Community College** in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Purchasing Agency of the true facts relating to the submission of this RFP.

(Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20____

*Note: Such a conviction of liability does not prohibit acceptance of your bid or award of a contract but may be a basis for a determination that you are not a responsible bidder. Please list any convictions or liabilities in attached pages to this affidavit.

Westmoreland County Community College
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The information in the table below is completed by Westmoreland County Community College Purchasing Department.

RFP/RFQ#	1054
NAICS	524210-Insurance Agencies and Brokerages
Size Standard	\$15.0 M
Purchasing Department Contact	Joshua Howell

Instructions: Please complete the information below. Upon completion sign and return the form with the RFP or RFQ response according to the due date.

Found more information:

Small Business Size Regulations Information: [eCFR :: 13 CFR Part 121 -- Small Business Size Regulations](#)

Small Business Table of Size Standards: [Table of size standards | U.S. Small Business Administration](#)

Given the above NAICS code and business size standard identified by the Purchasing Department for this procurement, the supplier is representing and certifying that it is a:

☐ Small Business ☐ Other than Small Business **Note that Non-profits do not qualify as a Small Business*

IF Small Business then check all applicable:

- ☐ Disadvantaged Small Business
- ☐ Women-Owned Small Business
- ☐ Veteran-Owned Small Business
- ☐ Service-Disabled Veteran-Owned Small Business
- ☐ HUBZone (historically underutilized business zone)

OR

☐ The SAM.gov Reps and Certs are current, accurate, and complete for the NAICS code and size standard above (More info on SAM.gov [Entity Registration](#) | [SAM.gov](#))

CAGE CODE	
UEI	

By signing below, the authorized signatory certifies that the size and socioeconomic representations above are current, accurate, and complete and do not misrepresent: Small Business Size Regulations Information: [eCFR :: 13 CFR Part 121 -- Small Business Size Regulations](#)

Company Name:			
Quoted Value:		<i>Dollar amount references at vendors solicitation</i>	
Name:			
Signature			
Title:		Date:	
Email		Phone:	