



July 22, 2020

Release of RFP: Broker Services

Brokers wishing to submit proposals should do so no later than 2:00 pm, August 10, 2020 by submitting one (1) copy of the proposal, company brochures, pamphlets and/or materials to Space Science Institute located at 4765 Walnut Street, Suite B., Boulder, CO 80301 and one (1) digital copy with above requirements to ssihr@spacescience.org.

Questions concerning this RFP may be directed to Rebecca Maniatis at 720-974-5880, or by email at: ssihr@spacescience.org.

General Information:

Space Science Institute is a non-profit scientific research and education corporation, headquartered in Boulder, Colorado. www.spacescience.org. The Space Science Institute (SSI) is a research and education 501(c)(3) nonprofit corporation with a vision to expand humankind's understanding and appreciation of planet Earth, our Solar System, and the universe beyond. Society benefits from the pursuit of new knowledge - the more we understand planetary systems and star forming regions, the more we understand our own planet. SSI's primary purposes are to (a) provide a place where scientists can be most productive and develop important research ideas, and (b) share the joy of science and educate communities nationwide. We believe that the future of space science (and discovery and invention in general) in the United States depends heavily on: A strong research infrastructure. A scientifically literate populace that supports investment in research. A pipeline of future science, technology, education, and mathematics (STEM) professionals. The key to our approach is that we offer the full continuum of discovery and education – we conduct world-class scientific research and we make it accessible to a broad population. Space Science Institute (SSI), a nonprofit corporation, incorporated in 1991 in the State of Colorado, which qualifies both as a tax exempt corporation under IRS Section 501(c)(3) and as a Charitable Organization registered to solicit contributions in Colorado as required by the Colorado Charitable Solicitation Act, Title 6, Article 16, C.R.S. SSI has four major branches: Research, National Center for Interactive Learning, Business Operations, and Information Systems and Technology (IST) (herein collectively referred to as “SSI”).

*Expanding the frontiers of
knowledge and
understanding*

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Our account will be serviced in Boulder, CO and we have employees who work remotely across the United States. SSI offers a generous benefits package including health, dental, vision, and (after 1 year of service) 403(b) retirement plans. In addition, provides employees to have the option to work remotely (with supervisor approval). Other benefits include paid life and disability insurance, 10 Paid Holidays, PTO, and Paid Sick leave. Space Science Institute was founded approximately 25 years ago and currently has 68 active employees and over 20 research scientists affiliated with SSI.

Disclaimer:

Space Science Institute is not asking for, nor authorizing, your soliciting quotes from insurance carriers.

Space Science Institute is not obligated to accept any proposal or to negotiate with any proposal. All transactions are subject to the final approval of who reserves the right to reject any or all proposals without cause for liability.

All costs directly or indirectly related to responding to this RFP (including all cost incurred in supplementary documentation, information or presentation & travel expenses) will be borne by the proposer.

ACCOUNT TEAM:

1. Provide the structure of the account team that would be assigned to Space Science Institute. For each member of the team, describe their roles and outline their qualifications and experience.
 - a. How long have your agents and the firm itself been in business?
 - b. How much turnover has there been at your firm?

CLIENTS:

2. Your target size company and the percentage of your client portfolio that is self-funded vs. fully insured.
3. How do you handle multi-state employers?

ADVOCACY FOR EMPLOYEES AND CLIENTS:

4. Provide an overview of your account support and administration services, including on-going support for Space Science Institute employees. Do you publish newsletters and other informative publications that are routinely provided to your clients?
5. Please list the products you carry.
6. What percentage of FTE triggers Medical Insurance? Dental/Vision Insurance?
7. Describe how you support employee communications and the open enrollment process along with how do you ensure customer satisfaction?
8. Describe your firm's approach for managing the annual renewal and negotiation process?

COMPLIANCE REPORTING:

9. Describe your consulting and educational services in the area of legal compliance and how proactive are you to aid in compliance reporting?
10. In your view, what are the key exposures for nonprofits in general and SSI in specific?

TRANSPARANCY IN PRICING:

11. What actuarial resources do you have available as a firm?
12. What is the pricing model for the premiums to insurance carriers and the broker's cut, or any fees for additional services offered?
13. What are the levers the broker is pulling to manage the cost of premiums over time?
14. Provide a detailed scope of services showing all services included at no additional cost.

COMPENSATION:

15. State your philosophy of compensation disclosure.

Thank you for your time and information. Please contact me with further material or information you would like to discuss with me. We are kindly asking that you reply by 2:00pm, August 10, 2020. All finalists will be notified by August 15, 2020.

Thank you,

Rebecca Maniatis

Rebecca Maniatis
Human Resources Administrator
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