PROPOSAL

Item #L-11/26

Group Health & Dental Benefits Provider

Group Health & Dental Benefits Provider

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Bidder Information Form

The following information is available for download on the City of Brandon website https://purchasing.brandon.ca:

1. Questionnaire and Pricing Workbook
2. Specifications
3. Confidentiality Acknowledgement Form

PART A. - INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

Where in the Proposal Documents where the singular or masculine are used, the same shall be construed as meaning the plural or the feminine or the neuter as the context may reasonably require, and where the following terms are used, the intent and meaning shall be, unless the context otherwise requires, as follows:

“Bidder” means any person submitting a Bid Submission for work, which includes but is not limited to vendor, supplier, firm, contractor, architect, consultant, proponent, or tenderer.

“Bid Submission” means an offer from a Bidder in response to a Bid Solicitation.

“City” means the Municipal Corporation of the City of Brandon.

“Contractor” means supplier, vendor, consultant or service provider who provides goods, services or construction to the City of Brandon.

“Contractor Personnel” means all individuals provided by the Contractor to perform services under the contract including employees, representatives, and consultants of the Contractor or subcontractor and any other individual for whom the Contractor is responsible for by law.

“Proposal Documents” means the Invitation to Bid, these Instructions to Bidders, Supplemental Conditions, the Bid Form, Specifications, and all Addenda.

2. ENQUIRIES

Administrative inquiries and requests for clarification of the Bid process shall be made to the Procurement Specialist in writing to **purchasing@brandon.ca** and must be received within seven (7) calendar days of the Bid posting date. Enquiries received after this date may not be responded to.

3. PRICING

Prices shall be in Canadian Funds.

4. RECEIPT OF PROPOSALS

The Proposal must be received by the method indicated below before 5:00:00 p.m. local Brandon time, **Monday, November 16, 2026** to be accepted as a bona fide Bid Submission.

Bid Submissions must be received by the City before the stipulated closing time. Late Bid Submissions will not be accepted.

5. SUBMISSION OF PROPOSALS

The Bidder shall submit their Proposal on original or unaltered copies of the Bid Form provided herein. Any information provided by the City on any form must not be altered by the Bidder unless instructed to do so by written Addenda. The Bidder shall initial and date each correction, change, and/or erasure on the Bid Form. The Bid Form shall be clearly signed by the Bidder and shall clearly indicate the address of the Bidder, the Bidder’s telephone number, and the date on which the Bid Form was signed by the Bidder.

Bids submitted by a partnership shall be signed and sealed in the name of the partnership by the authorized signing and sealing officers of the company. The name of the company and the names of the company along with titles of the signing officers shall be clearly printed in the spaces provided on the Bid Form.

The Bid Submission shall be submitted to the City by the following methods:

Via Online Bidding Platform (E-submission)
One (1) copy of an electronic Bid Submission in Excel format shall be submitted via the "Submit Online Bid" link for the associated Bid Opportunity on the City of Brandon Purchasing & Tenders website: https://purchasing.brandon.ca.

The City utilizes an online bidding platform where electronic Bid Submissions may be submitted until the closing time indicated herein for receipt of Proposals.

The procedure for submitting electronic Bid Submissions can be viewed on the City's Purchasing & Tenders website or by clicking here. Failure to follow the procedure as indicated may result in a Bid Submission not being received. Any failure or delay in the transmission or storage of an electronic Bid Submission is the sole responsibility of the Bidder and not of the City.

The City will ONLY accept electronic Bid Submissions uploaded to the City's online bidding platform. Electronic Bid Submissions sent via e-mail will **not** be accepted. If a Bidder encounters issues uploading an electronic Bid Submission, contact the City's Procurement Services Department at 204-729-2251.

A Bid Submission will only be considered to have been submitted once it has been received by the City in the online bidding platform. The time the Bid Submission is received shall be determined by the City's server time, which is linked to National Institute of Standards & Technology time. Bidders are advised the time the electronic Bid Submission is received is based on when the Bid Submission is received by the City's server.

A confirmation webpage will display advising the Bid Submission was submitted successfully and a confirmation email will be sent. Bidders should not consider their Bid Submission to have been submitted if the confirmation webpage does not display and a confirmation email is not received.

Bid Submissions received via the online bidding platform are held securely and are inaccessible by Procurement Services staff until after the stipulated closing date and time.

Mail, Courier, Hand Delivered, Facsimile or E-mail Submissions Are Not Accepted.

6. ADDENDA

The City shall have the right to amend the Proposal Documents prior to the date set for receipt of Bids. Revisions or clarifications will be issued in the form of Addenda forwarded to all registered recipients of the Documents. Verbal and other interpretations or clarifications will be binding only when confirmed by written Addenda. Bidders shall acknowledge receipt of all Addenda to the Proposal Documents in the space provided on the Bid Form. Failure to acknowledge all Addenda may cause the Proposal to be rejected.

7. ALTERNATE BIDS

Alternate Bid Submissions are not accepted.

8. WITHDRAWAL OF PROPOSALS

A Bidder shall be permitted to withdraw their Proposal, without penalty, if such request is received in writing by the Procurement Specialist, prior to the time specified herein for receipt of Bids:

The City of Brandon
410-9th Street
Brandon, MB R7A 6A2

Ph: 204-729-2251
E: purchasing@brandon.ca

The City shall retain the Proposal until after the time specified herein for the receipt of Proposals. The submission will be opened to verify that the name and signature of the person requesting the Proposal be withdrawn is the same as the name and signature of the person who submitted the Proposal. If the information is the same, the Procurement Specialist will declare the Bid withdrawn.

9. REJECTION OF PROPOSALS

The City reserves the right to reject any or all Proposals, the City in its sole discretion may reject as non-compliant any Proposal which contains omissions, erasures; is ambiguous or unclear as to meaning or intent; is incomplete, illegible, conditional or contains a qualifier; contains any non-requested alterations or additions to the information provided by the City; is obviously unbalanced; or fails to comply sufficiently with the Instructions to Bidders. The City may, in its sole discretion, waive any and all defects, informalities, and accept any Proposal, as compliant, which it considers is in the best interest of the City of Brandon.

10. AWARD AND EXECUTION OF PROPOSALS

The City reserves the right to cancel this Proposal at any time. The Award of the Proposal, if it is to be awarded, shall be made within ninety (90) calendar days of the date on which the Proposals were opened, unless an extension of the said ninety (90) days is mutually agreed upon in writing between one or more Bidders and the City. Should no award be made within the said ninety (90) days or within any mutually agreeable extension thereof, then all Bidders shall be relieved of any obligation to enter into a Contract.

The award of the Proposal will not be binding until the successful Bidder has received written notification of the award of the Proposal from the Procurement Specialist of the City of Brandon. No other act of the City shall constitute an award of the Proposal. The award of the Proposal shall fall under the governing laws of the Province of Manitoba.

The lowest or any Bid will not necessarily be accepted.

PART B. – SUPPLEMENTAL CONDITIONS

The City of Brandon
For
Group Health & Dental Benefits Provider

A) Background
During their peak operating season, the City of Brandon has over 670 public service employees working in a wide range of occupations. They serve the City of Brandon's population, which was 51,313 according to the 2021 Census, just over a 5% increase from the 2016 Census. Brandon's growth has kept pace with the fastest growing cities in Canada and demonstrates the opportunities available for individuals, families, and businesses to grow and succeed. According to the 2021 Census, the City's landmass is approximately 79.04 square kilometers and has an estimated trading population of 180,000.

The following information shall be released to Proponents for the purpose of preparing their bid submission upon the return of the Confidentiality Acknowledgement form:

- Employee Data
- Rates and Experience

B) Schedule
The City of Brandon intends to evaluate the Proposals and provide recommendations to Procurement Services within eight (8) weeks of Proposals closing.

C) Selection Process/Criteria
The Proposals will first be reviewed for completeness and inclusion of the components specified in the Proposal documents. Proposals will be excluded from further analyses which are clearly non-responsive to the stated requirements.

The City reserves the right to contact or interview any or all Bidders to clarify their Bid Submission.

Proponents are advised that HUB International will participate, alongside City staff, in the evaluation of Proposals.

The City has established the following evaluation criteria for this procurement. These criteria will allow the City to analyze Proposals received on an equal basis and provide the Bidders with the basis on which the City will evaluate all Proposals.

1. Compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail)
2. Qualifications of the Proponent and the Subcontractors, if any: (pass/fail)
3. Form: Questionnaire Including Pricing shall be broken down as follows for a total of 100%:

(i)	Underwriting Basis	(pass/fail)
(ii)	Premium Rates, Expenses & Guarantees	40%
(iii)	Contract Provisions, Plan Design& Adjudication	25%
(iv)	Service& Reporting	10%
(v)	Administration & Billing	13%
(vi)	Implementation Schedule	2%
(vii)	Plan Alternatives	6%
(viii)	Experience of Bidder	2%
(ix)	Experience of Key Personnel	2%

All costs associated with providing samples are the responsibility of the Bidder.

D) Submittal Requirements

Completed questionnaire and pricing workbook must be submitted in **Excel format**; PDF format will not be accepted.

Please include the following:

1) Bidder Information Form; and
2) Questionnaire and Pricing Workbook.

CITY OF BRANDON
BIDDER INFORMATION FORM

ITEM: #L-11/26

SUBJECT: Group Health & Dental Benefits Provider

CLOSING: 5:00:00 p.m. local time Brandon time, Monday, November 16, 2026

I, _____ representing _____
(Name) (Company Name)

of _____ _____ _____ _____
(Mailing Address) (City) (Province) (Postal Code)

_____ _____ _____
(Phone Number) (Fax Number) (G.S.T Registration Number)

Email Address: _____

I am authorized to bind the corporation and do hereby submit this as my price on the above-noted item.

We hereby acknowledge receipt of the following Addenda to the Proposal Documents:

Addendum No. _____ Date Received _____
Addendum No. _____ Date Received _____
Addendum No. _____ Date Received _____

_____ _____ _____
(Signature) (Date) (Witnessed by)*

I am authorized to bind the Corporation

_____
Print Name of Witness

*This document must be witnessed to be compliant.