

**COUNTY COMMISSION of BERKELEY
COUNTY, WEST VIRGINIA**

**Request for Proposal (RFP)
For
Group Health Benefits**

March 2025

REQUEST FOR PROPOSALS REGARDING PRICE FOR

Group Health Benefits

Qualification and Price Proposals are requested from interested parties for Employee Healthcare Group Insurance Policies. This RFP invites submissions for the provision of medical, dental, vision, prescription, and life insurance services. The selected vendor will serve the employees of Berkeley County Commission and its entities for a one-year period, beginning July 1, 2025.

A Committee (hereinafter after referred to as the “Committee”) representing the County Commission will be evaluating submissions to this request and will ultimately recommend a firm judged to be both responsible and responsive to the request in every way, including having offered the most beneficial, appropriate price proposals. The Committee reserves the right to interview some or all prospective firms to discuss Qualifications & Price Proposals. The format for submittals, information regarding the scope of work, and selection criteria used by the Committee is available from the County Commission Office, 400 W. Stephen Street, Suite 201, Martinsburg, WV 25401, or by telephone at 304-264-1923.

To obtain the complete packet for this RFP, inquiries should be directed to Chad Winebrenner, Deputy County Administrator by email at [**grouphealthrfp@berkeleywv.org**](mailto:grouphealthrfp@berkeleywv.org).

Two (2) copies of submittals of Qualification & Price information from interested businesses should be enclosed in a sealed opaque envelope marked “**Group Health Benefits**”. Proposals must be submitted and time-stamped into the County Commission Office, Room 201, 400 W. Stephen Street, Martinsburg, WV, 25401 **no later than 4:00 PM, Wednesday, April 16, 2025**. Failure to provide the required information as requested in the RFP for Berkeley County’s review may result in disqualification.

Proposals will be opened and entered into public record at 9:50 AM on **Thursday, April 17, 2024**, in the County Commission Meeting Room, 400 W. Stephen Street, Room 205, Martinsburg, WV, 25401.

Berkeley County shall make positive efforts to utilize Disadvantaged Business Enterprises for its supplies and services and shall allow these sources the maximum feasible opportunity to compete for contracts. Berkeley County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability for the provision of services.

Berkeley County reserves the right to accept or reject any or all proposals, to waive technicalities, and to take whatever action is in the best interest of the Berkeley County Commission.