

# KICKAPOO TRIBE OF OKLAHOMA

## REQUEST FOR PROPOSAL

Employee Benefits

May 2021



Kaylee Stevens

Director of Human Resources

[Kaylee.Stevens@okkthc.com](mailto:Kaylee.Stevens@okkthc.com)

105365 S. HWY 102

McLoud, OK 74851

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## I. Introduction

The Kickapoo Tribe of Oklahoma is the federally recognized sovereign government of the Kickapoo tribe in Oklahoma and has its sovereign status granted by treaty and is supported by the United Nations and protected by numerous resolutions adopted by the member states and accepted into law. In order to coordinate efforts to accomplish the best for the people, the Kickapoo Tribe of Oklahoma has created this Request for Proposal to review service provider qualifications and to select the best match for the Human Resource Department. In this RFP, the Kickapoo Tribe of Oklahoma is seeking to establish a new provider for employee benefits that is all encompassing, and incorporates all employees throughout a wide array of operations, all housed within the Human Resources Department, directed by Kaylee Stevens in 2021.

## II. Summary

In order to satisfy the need for a comprehensive provider of employee benefits at a competitive market rate, and to simplify the amount of portals required to manage employee benefit accounts, and to make the Human Resources Department more effective at its duties

as the Kickapoo Tribe of Oklahoma plans to expand operations, a new arrangement for insurance, employee benefits, and other relevant benefits administration tools will be decided before open enrollment begins in September 2021. The deadline for submitting a response to this request for qualifications illustrating capacity to provide the following scope of services is July 1, 2021.

### III. Scope of Services Provided

The Kickapoo Tribe of Oklahoma seeks to address the need to consolidate carriers for employee benefits across a range of programs. The scope of services provided are the items that are required to be qualified, but are not limited to, the following:

- A. Medical
- B. Dental
- C. Vision
- D. Life & AD&D
- E. Short Term Disability
- F. Long Term Disability

G. FMLA

H. Flex Programs (HAS, FSA, HRA)

I. ID Theft

J. Legal Shield

K. EAP

#### IV. General Provisions of Provider

Within written response to this Request for Proposal, candidates must illustrate plan designs,

cost breakdown structure, rates and time matrices, and all other relevant benefits

administration data typically used to conduct standard human capital management

operations. A Software as a Service demonstration can be scheduled with Kaylee Stevens to

demonstrate capacity to provide a suite of products that cover the scope of services required.

Terms or contractual agreements should be presented in printed media form in a well-

outlined proposal for review by tribal leadership as a component of any presentation.

#### V. Evaluation Criteria

The response to this Request for Proposal will be in digital or printed media form from each candidate and will be evaluated based on the ability to demonstrate capacity to broker all services within the scope and enable the Human Resource Department for the Kickapoo Tribe of Oklahoma a means to efficiently manage employee benefits through a more effective arrangement.

## VI. Submission Requirements

To submit a response to this request for proposal, email, mail, fax, or call to arrange a meeting with Kaylee Stevens at:

105365 S. HWY 102

McLoud, OK 74851

FAX: 405-964-2512

PHONE: 405-964-2081 EXT. 352

EMAIL: [Kaylee.Stevens@okkthc.com](mailto:Kaylee.Stevens@okkthc.com)

All responses have until July 1, 2021 to be considered and recognized as a potential provider of employee benefits.

## VII. Awards

Awards will be announced before the end of 2021 and all candidates will be notified of acceptance or denial of proposal. Thank you for your interest in providing insurance coverage for the Kickapoo Tribe of Oklahoma, and we look forward to working with each of you as we continue to expand and require more services.