

METROPOLITAN COUNCIL
Notice of Request for Proposals (RFP) for
COBRA/RETIREE BILLING AND FSA ADMINISTRATION SERVICES
Contract Number 24P101

The Metropolitan Council is soliciting proposals for Cobra/Retiree Billing and FSA Administration Services, 24P101 for services related to COBRA and Retiree billing, and Flexible Spending Account administration. The anticipated schedule for this procurement is as follows:

RFP Issue Date	April 26, 2024
Pre-Proposal Meeting	May 9, 2024 at 2 PM CST
Questions Due	May 20, 2024 by 5:00 PM CST
Proposals Due	May 28, 2024 by 5 PM CST
Award	September, 2024

[Click Here](#) to view and download the RFP documents (including Plan Holder Report and Addendums). Please input this QuestCDN eBidDoc™ Number **9100525** on the website's Project Search page. Contact QuestCDN at 952-233-1632 or info@questcdn.com for assistance in downloading and working with the digital documents.

Proposers are strongly encouraged to verify subcontractor's State and Federal debarment and suspension status at: <http://www.mmd.admin.state.mn.us/debarredreport.asp>.

An optional Pre-Proposal Meeting will be held on **May 9, 2024 at 2:00 PM CST** via Microsoft Teams. **Proposers are strongly encouraged to attend.**

Proposers may join from the following meeting link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzhIMTkzNDMtMDc1NS00M2RhLWJmMDMtNTljZDFjNGQxOWVi%40thread.v2/0?context=%7b%22Tid%22%3a%22ddbff68b-482a-4573-81e0-fef8156a4fd0%22%2c%22Oid%22%3a%223d4fa84d-6550-472e-bcfe-247299b766ac%22%7d

Meeting ID: 212 775 998 427 **Passcode:** BN8FB8

Dial-in by phone: [1 763-600-8619](tel:17636008619), 198257094# United States, Plymouth Phone Conference ID: 198 257 094#

Join on a video conferencing device Tenant key: metro council@m.webex.com Video ID: 112 998 161 8

Completion dates for the project milestones in this section are tentative only and are subject to modification by the Council.

Questions concerning the content of the RFP documents may be directed to:

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