

# ADVERTISEMENT – REQUEST FOR PROPOSAL



DETROIT REGIONAL CONVENTION  
FACILITY AUTHORITY  
One Washington Blvd  
Detroit, MI 48226

<b>RFP Description: Broker Services for Employee Benefits</b>	<b>RFP Package No.: 21.2023</b>
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Notice is hereby given that the Detroit Regional Convention Facility Authority (DRCFA) is soliciting bids for **Broker Services for Employee Benefits** per the terms and conditions of the Request for Proposal (RFP).

Bid documents may be obtained on or after **November 14, 2023**, at the following website: [www.bidnetdirect.com/MITN](http://www.bidnetdirect.com/MITN). Prospective bidders must first log in to the site and search the “Open Solicitations” tab for this project. Bidnet Direct’s customer service and support phone number is 800-835-4603 to help you navigate the site and register your entity (at no cost) if needed.

Bidders are encouraged to attend the pre-bid meeting on **December 5, 2023 at 10:00 am at Huntington Place – Detroit**, One Washington Blvd, Detroit, MI 48226. Meeting will be broadcast via Teams and in Room 352. Bidders are responsible for understanding the RFP requirements prior to the meeting. Questions may be directed to Ms. Laura Harrington, Purchasing Director, via email at [LHARRINGTON@DRCFA.ORG](mailto:LHARRINGTON@DRCFA.ORG) until **December 11, 2023**.

Bids shall be prepared in accordance with specifications outlined in the RFP. Bid responses shall be on forms furnished by the DRCFA in this RFP. Bidders must provide Iran Linked Business disclosure in compliance with Public Act 517 of 2012 and attach this information to the bid proposal. The bid proposal must be accompanied by a sworn and notarized statement that their business is NOT an Iran Linked Business.

A bidder will be permitted to withdraw his bid, unopened, after it has been submitted if so, requested prior to the time specified below for opening of bids.

Bid submittals must be received on or before **January 9, 2024 at 2:00 p.m. local time** via email to [purchasing@drcfa.org](mailto:purchasing@drcfa.org) or mailed to Detroit Regional Convention Facility Authority, One Washington Blvd, Administrative Offices, 3rd Floor, Detroit, MI 48226, Attention: Ms. Laura Harrington, Purchasing Director. No allowance will be made for late delivery for any reason. Late bids shall not be opened nor returned to bidder.

Bids will be publicly opened on **January 9, 2024 starting at 2:00 p.m.**, local time, by the DRCFA, at One Washington Blvd, Room 352, Detroit, MI 48226. Interested parties may join in person. RFP evaluation and award subsequently will be made (only upon unanimous decision) by the Board of Directors at the DRCFA. The successful bidder shall be required to enter into a contract with the DRCFA.

The Authority is exempt from sales or use tax for all direct purchases of tangible personal property. The Authority will provide a sales tax exemption form upon request.

The right to reject any or all bids, either in whole or in part, split the award, to award to other than the low bid, or to waive any informalities or irregularities therein, is reserved by DRCFA. The Authority will not consider nor accept a bid received by the Board of Directors after the deadline date and time specified in RFP documents.

**Date:**  
11/14/2023

**Authorized Signature:**  
*Laura M. Harrington*

Laura Harrington CPPO, CPPB  
Purchasing Director