



## REQUEST FOR PROPOSAL

**Kentucky Employers' Mutual Insurance  
Request for Proposals (RFP) No. 2026-101  
Purpose: Human Resources Benefits Consultant & Broker**

The procurement by competitive negotiation is desired by Kentucky Employers' Mutual Insurance (hereinafter "KEMI") for Human Resources (HR) Benefits Consultant & Broker.

Responses must be submitted electronically, in a single PDF document limited to 100MB, via KEMI's online procurement submission portal at: [www.kemi.com/rfp](http://www.kemi.com/rfp)

The online procurement submission portal utilizes a two-step process to upload responses. Vendors must complete the access request form by providing contact information and a valid email address. An access link will be sent to the email address provided. Vendors must then follow the access link to the proposal submission form.

Proposals must be submitted on or before: **12:00 PM Eastern Time on March 4, 2026**

### **Table of Contents**

- I. RFP Specifications
- II. Proposal Requirements
- III. Instructions
- IV. General Information

### **Addendum:**

- Offeror Information
- Sworn Statement Regarding Campaign Finance Laws
- Proposal Submission Checklist
- Business Continuity Form
- Personal Services Contract (PSC) Template

## REQUEST FOR PROPOSAL

### I. RFP SPECIFICATIONS

#### A. Purpose and Scope of Services

##### Background

KEMI is the largest provider of workers' compensation insurance in Kentucky with policyholders in all 120 counties. Formed by statute, KEMI is a quasi-governmental agency operating as a competitive mutual insurance company owned by its policyholders, financed entirely by premium dollars and investment income. KEMI exists to protect Kentucky businesses, care for injured workers, and promote workplace safety.

KEMI has maintained an "Excellent" rating from [A.M. Best](#) since 2001. KEMI has also been recognized multiple years as a Best-in-Class Employer, Best Place to Work in Kentucky Award winner and nationally named first and second place as a Best Place to Work in Insurance. A high-performing company, KEMI currently employs 203 full-time and five part-time employees and interns in on-site, hybrid, and remote work arrangements. Employees are primarily located in Kentucky, with employees also located in Ohio, Tennessee, Indiana, Texas, Maryland, Georgia, North Carolina, South Carolina, Louisiana, New Mexico, and Virginia.

KEMI also takes pride in caring for our employees and their families. With a strategic focus to encourage wellness – physical, mental, financial and emotional health, the holistic approach has resulted in employees' high performance, high engagement in the wellness program, low health rates, and minimal high-cost claims.

Since January 1, 2017, KEMI has offered a self-funded, governmental, non-federal governmental, non-ERISA health plan with a captive stop-loss agreement, and health opt-out waivers. KEMI offers the following (non-ERISA): integrated health reimbursement accounts, medical and dependent care flexible spending accounts, vision insurance, dental insurance, salary continuation in lieu of short-term disability for medical necessity, short and long-term disability insurance, group life, voluntary and dependent life insurance, critical illness insurance, accident insurance, identity theft protection, employee assistance program, and continuation services. KEMI currently offers self-funded retiree medical benefits, including Medicare Supplements and Waiver Health Reimbursement Arrangements for eligible members.

KEMI is seeking proposals from experienced, qualified, and financially sound benefit consultants and brokers to assist with the analysis, selection, and strategic management of these plans and programs, while also providing non-ERISA federal and state compliance, legal compliance consultation, education, wellness, actuarial analysis, benchmarking and reporting, plan design, administration and maintenance.

##### Scope

The selected Offeror will be expected to:

## REQUEST FOR PROPOSAL

1. Perform an analysis of KEMI's existing self-funded health plan, including pharmacy benefits, programs offered, and claims experience. At minimum, the analysis should include a review of current claims utilization, trends, large claims and stop-loss, and an assessment of gaps in care, benefit offerings and savings opportunities. It should also include comprehensive benchmarking to employers of our size and any other applicable demographics.
2. Based on the analysis of KEMI's existing plan and the benchmarking data, make recommendations for the design of a health insurance plan providing medical, pharmacy, spending and savings accounts (health reimbursement, health savings and/or flexible spending for medical and dependent care), other existing benefit plans and programs, Continuation administration and a wellness program that is consistent with business objectives, cost containment, and take into account employee contributions, that will also meet the needs of KEMI's employees. Provide recommendations as to the merits of being a self-funded health plan versus fully insured.
3. Competitively market and assist with the evaluation of proposals for the benefit plans from carriers or Third-Party Administrators (TPAs), make recommendations on vendor selections and assist with the placement of contracts.
4. Assist with plan implementations including open enrollment preparation and support, drafting employee communication materials, including but not limited to, summary plan descriptions, compliance reporting, including ACA summaries, participant yearly benefit summaries with Notices, and wellness education and information.
5. Demonstrate and provide ability to administer or locate a vendor for reinsurance, health reimbursement, health savings or flexible spending accounts, or other incentive-based programs and any related Continuation administration. Give examples of how this can enhance or compliment the health plan design and demonstrate customer satisfaction with your ability to communicate, administer, and promote this type of account.
6. Assist with managing annual plan renewals, life events, claims, and providing ongoing support to KEMI and employees.

### Selection Criteria

Consideration will be given to Offerors who show the resources, competence, and ability to provide quality employee benefits consulting and broker services in a timely and cost-effective manner including fully insured and self-funded, governmental, non-ERISA plans in Kentucky based on the scoring criteria listed below in Section I.B.

### B. Scoring

A committee will evaluate all responses to ascertain which Offeror(s) best meets KEMI's business needs and requirements based on the selection criteria below:

## REQUEST FOR PROPOSAL

	<b>Maximum Points Possible</b>
<b>Qualifications</b>	<b>50</b>
<b>Organization and Management</b>	<b>20</b>
<b>Pricing</b>	<b>25</b>
<b>Business Continuity Form</b>	<b>5</b>
<b>MAXIMUM POINTS POSSIBLE</b>	<b>100</b>
<b>Interviews/Discussions, if selected</b>	<b>100</b>
<b>MAXIMUM POINTS POSSIBLE With Interviews/Discussions</b>	<b>200</b>

### C. Schedule of Events

The following schedule of events represents KEMI's best estimate of the schedule that shall be followed. KEMI, in its sole discretion, may alter and/or amend this schedule at any time, including not conducting virtual interviews/discussions. Any adjustments to the schedule of events will be emailed to the prospective offeror's contact on record with Sarah Kosin at [rfp@kemi.com](mailto:rfp@kemi.com).

- RFP Publication Date – Wednesday, January 28, 2026
- Deadline for Inquiries – Wednesday, February 4, 2026
- KEMI Response to Inquiries – Wednesday, February 11, 2026
- Deadline for Submission of Proposals – Wednesday, March 4, 2026
- Virtual Interview/Discussions (Optional) – March 23-27, 2026
- Estimated Contract Award – July 1, 2026

## II. PROPOSAL REQUIREMENTS

### A. Qualifications

1. Describe your organization's history, particularly the employee benefits division, ownership, organizational structure, and the office that will service the KEMI account.
2. Provide the name, title, tenure with your organization and professional experience, including their experience with governmental, non-federal governmental, non-ERISA, self-funded health plans in Kentucky, of the individual that would be the primary contact for KEMI's account. Provide the same information for each of the other individuals who would be assigned to KEMI's account and describe their specific role. How many clients does each individual assigned to KEMI's account typically manage? Describe the frequency and methods the account will be serviced.

## REQUEST FOR PROPOSAL

3. What is your succession management strategy to assure a seamless transition should the individual assigned as the primary contact for KEMI leave your organization?
4. Describe your organization's market leverage within the employee benefits marketplace.
5. Provide an overview of your organization's existing client base in Kentucky.
6. What is your organization's average size client and what is your organization's experience with clients of similar size to KEMI and current clients with self-funded governmental, non-federal governmental, non-ERISA health plans in Kentucky?
7. Furnish a list of insurance companies, third-party administrators, and other providers for which your organization is an authorized broker and the annual premiums associated with each.
8. Does your organization subcontract any of your services? If so, provide the name of the entity, your organization's relationship with these subcontractors and whether those fees are included within your fee proposal. If any such fees are not included, please specifically identify additional subcontractor fees as part of your response to the Pricing Section (See Section II.D.4.)
9. Does your organization have any strategic partnerships? If so, please detail.
10. Specifically address your organization's consulting experience and brokering capabilities for the following products:
  - i. Health Plan and employee opt-out waivers
  - ii. Reinsurance/Stop Loss
  - iii. Prescription Benefits Managers
  - iv. Wellness Program
  - v. Vision benefits
  - vi. Dental benefits
  - vii. Short- and long-term disability insurance and medical advice only services.
  - viii. Group Life insurance, Voluntary and Dependent Life
  - ix. Critical Illness Insurance
  - x. Accident Insurance
  - xi. Employee Assistance Program
  - xii. FSA Administration (health and dependent care)
  - xiii. Continuation Administration (for health insurance and health reimbursement and/or flexible spending accounts as applicable)
  - xiv. Health Reimbursement Account Administration
  - xv. Retiree Medical Benefits, including a Medicare Supplement and Health Reimbursement Arrangements (for retiree medical waivers and premium-only plans)

## REQUEST FOR PROPOSAL

11. Describe all current forms of insurance which are carried by your organization and the amount of coverage. Please include certificate(s) of such coverage.
12. Describe how your organization keeps clients informed of changes in federal and state benefit laws and emergency legislation, tax issues, any other government regulations such as the Affordable Care Act, ERISA, COBRA, HIPAA, ARPA, etc. Please provide samples of any relevant materials.
13. How does your organization support your clients in ensuring their employee benefits plans remain compliant with all federal and state laws, including HIPAA, ERISA, and ACA? Include support from the person servicing the KEMI account versus a legal/compliance team. Provide samples of any relevant materials.
14. Provide an overview of the cyber security program at your company. This should include how your company maintains client records in a secure HIPAA environment. Is cyber security handled in-house or by a third-party vendor? If available, please provide a copy of the results from the most recent third-party security audit and compliance assessment.
15. Please describe how your organization offers support from legal advisors or outside counsel who provide guidance to you and your clients.
16. Describe how your organization assists clients in the preparation of their required annual filings, reports, Notices, etc.

### **B. Organization and Management**

1. Describe how your organization would gain understanding of KEMI's benefits strategy and how you would use this information to support the strategy and anticipate KEMI's needs.
2. Describe your specific approach to client services and management during the life of any contract awarded. How will you ensure that KEMI or employees are provided with the necessary services and administrative support needed on a routine basis?
3. What management and financial reports are standard parts of your service and how frequently are they provided to clients? What resources or tools does your organization utilize for decision modeling? Do clients have direct access to aggregate data? Can KEMI utilize these resources to generate ad hoc queries? Please provide examples of these reports.
4. Describe your organization's underwriting and actuarial resources.
5. Describe any special analysis you would provide to help manage KEMI's programs.
6. How does your organization deliver actuarial services for each item listed below?
  - i. Impact of various Affordable Care Act provisions.

## REQUEST FOR PROPOSAL

- ii. Benefit plan design and modeling.
- iii. Premium equivalent rate calculations.
- iv. Claims and budgeting.
- v. Care gaps and prescription drug adherence.
- vi. Contribution modeling including HSA and/or HRA contributions.
- vii. Stop-Loss predictive modeling.

### C. Pricing

1. What is your organization's philosophy on accepting contingency/override compensation from insurers relative to the placement of insurance programs?
2. Presuming your organization is selected as the benefits consultant and broker to KEMI, provide a complete estimate of the compensation your organization can expect to earn from KEMI for all services provided, such as related to advisory services, commissions, fees, or overrides in a given annual period, including the basis for these sources of compensation.
3. Specify your organization's billable consulting fees paid by KEMI.
4. Describe any additional fees which would be paid to subcontractors which are not included in the full estimate in Section II.C.2. (see also Section II.A.8 question).
5. Please specify any services that would fall outside the scope (i.e., require outsourcing) of your proposed service plan, but would be available to KEMI for an additional fee. Identify services that fall outside of the scope of the proposed service plan for which the cost would be paid by vendors or other parties in interest.

### D. Business Continuity Form

1. Complete the Business Continuity Form which is attached to this RFP, and return it as a separate attachment with your response. You must utilize the Business Continuity form for your answers.

## III. INSTRUCTIONS

**READ ALL INSTRUCTIONS CAREFULLY.  
FAILURE TO DO SO WILL BE AT THE OFFEROR'S RISK.**

- A. Proposals must set forth full, accurate, and complete information as required by this RFP. Failure to follow these requirements may be cause for rejection of the proposal.
- B. KEMI is not liable for any expenses incurred in the preparation and presentation of the proposal.
- C. The Offeror Form located in the addendum must be signed by the person submitting the proposal and must include the signee's printed or typed name, business address, email address, company website, telephone number, and date. This form must be submitted with your proposal.
- D. The Sworn Statement Regarding Campaign Finance Laws Form located in the addendum must be signed,

## REQUEST FOR PROPOSAL

notarized, and submitted with your proposal.

- E. The Proposal Submission Checklist located in the addendum is included to ensure accurate and complete submissions.
- F. Proposals must be submitted electronically via KEMI's online submission portal as specified on the first page of this RFP. Unless stated otherwise in the RFP, it is **strongly preferred** that the entire proposal is submitted in a single PDF document. If separate attachments are also submitted, they must be clearly labeled and timely submitted. Please note that only a maximum of ten (10) attachments can be submitted through the online submission portal. The proposal must not contain hyperlinks; no material contained within a hyperlink will be considered. No other method of correspondence will be accepted.
- G. The Proposal Deadline Date and Time are the date and time indicated on the first page of this RFP. The date and time that KEMI actually receives the proposal will determine whether the applicant has met the deadline for response.**
- H. All inquiries concerning the form and method or specific services/products as well as requests for copies of the RFP must be made in writing to:

Sarah Kosin  
[rfp@kemi.com](mailto:rfp@kemi.com)

Responses to inquiries will be shared with all potential Offerors having received a copy of this RFP from KEMI. Therefore, distribution of this RFP must be handled directly by KEMI. Any unauthorized contact with any KEMI staff other than as specified above may disqualify the Offeror from further consideration.

## IV. GENERAL INFORMATION

### A. Background

KEMI was created in 1994 by the Kentucky General Assembly to provide workers' compensation insurance to Kentucky employers. KEMI is Kentucky's largest writer of workers' compensation insurance with its headquarters located in Lexington, Kentucky. For additional information about KEMI, please visit [www.kemi.com](http://www.kemi.com).

### B. Discussions with Offeror

Discussions may be conducted with all responsible Offerors who submit proposals and are determined to be reasonably qualified and susceptible of being selected for award. Discussions may be for the purpose of clarification to assure full understanding of, and conformance to, the proposal requirements; however, Offerors will not be permitted to change their original proposal. Offeror should clearly understand that any verbal representations made or assumed to be made during any oral discussion held between Offeror and KEMI are not binding.

KEMI may require Offerors among the top scoring proposals to participate in a virtual interview. See aforementioned Schedule of Events. The principal contact for KEMI will be required to participate in the interview.

## REQUEST FOR PROPOSAL

### C. Proposal Modifications

Any changes, amendments or modifications to a proposal after it has been submitted must be made prior to the deadline for receipt of proposals, must be in writing, and must be submitted in the same manner as the original proposal.

Proposals or modifications received by KEMI after the exact hour and date specified shall not be considered.

### D. Confidentiality

Matters relating to this RFP and any resulting contracts shall not be discussed with anyone other than KEMI staff without the prior written consent of KEMI. No opinions, reports, summaries, letters, or other documents prepared with respect to the RFP shall be released without approval of KEMI, except as required by state or federal law.

Except as required by law, information furnished by any Offeror in response to this RFP will not be disclosed by KEMI without the prior written consent of the Offeror.

### E. Reservation of Rights

KEMI reserves the right to:

- I. Reject any or all proposals and waive any requirement, informality, or condition of proposals.
- II. Cancel the RFP and not award the RFP.
- III. Prohibit sub-contractors of the Offeror from performing any of the Services outlined in this RFP without the prior written consent of KEMI.
- IV. Categorize Offeror as an independent contractor, denying any employee/employer relationship between KEMI and Offeror.
- V. Approve the time and format of payment for the Offeror(s). KEMI will audit fees for reasonableness and accuracy.
- VI. Add items or services within the scope of the resultant contract if mutually agreeable by both the Offeror and KEMI.
- VII. Amend this RFP. Any amendment or information provided to a prospective Offeror will be provided to all prospective Offerors. If necessary, an RFP based on revised specifications will be issued as promptly as possible.
- VIII. Perform services in-house, or to contract with another company to perform like services.
- IX. Require a contract with the winning Offeror(s). Contract negotiations will commence at the conclusion of the RFP process.

### F. Type of Contract

## REQUEST FOR PROPOSAL

Contracts entered into as a result of this RFP will be Personal Service Contracts pursuant to KEMI's procurement policy, and a Personal Service Contract will be filed with the Commonwealth of Kentucky Legislative Government Contract Review Committee. The personal service contract template is available on the KEMI RFP Website.

### G. Registration with the Kentucky Secretary of State

By responding to this RFP, the Offeror agrees and acknowledges that:

1. If the Offeror is a foreign entity as defined under Kentucky Revised Statute (KRS) 14A.1-070(10), and it is awarded a contract, it will ensure that it is properly registered with the Kentucky Secretary of State in accordance with KRS 14A.9-010 during the life of any contract awarded, or otherwise document the legal exemption which applies.
2. If the Offeror is a Kentucky entity as defined under KRS 14A.1-070(7), and it is awarded a contract, it will ensure that it is properly registered with the Kentucky Secretary of State in accordance with KRS Chapter 14A, or otherwise document the legal exemption which applies.

The aforementioned information shall be maintained during the life of any contract awarded and provided to KEMI upon request.

### H. Protest

Any offeror who is aggrieved in connection with the solicitation or award of a contract may file a written protest to KEMI's Internal Auditor within fourteen (14) calendar days after such aggrieved offeror knows or should have known of the facts giving rise to the protest.

Patrick Simpson  
[psimpson@kemi.com](mailto:psimpson@kemi.com)

## REQUEST FOR PROPOSAL

### **OFFEROR INFORMATION:**

**IMPORTANT: SUBMISSION MUST CONTAIN ORIGINAL SIGNATURE**

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No. \_\_\_\_\_ (Area Code) \_\_\_\_\_

Fax No. \_\_\_\_\_ (Area Code) \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Website: \_\_\_\_\_

Federal ID or SSN # \_\_\_\_\_

Type of ownership:  Individual  Sole Proprietorship  
 Corporation  Partnership

In addition to the principal contact listed above, please include below any additional contacts you would like to receive communication regarding the RFP. KEMI will only send communication regarding the RFP to the principal contact and the contact(s) listed below. The information includes, but is not limited to, KEMI's responses to inquiries, status updates about the RFP, any modifications to the RFP, requests for interview scheduling, etc.

Contact Name(s) for RFP Communication:

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Contact Email(s) for RFP Communication:

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## REQUEST FOR PROPOSAL

### **Sworn Statement Regarding Campaign Finance Laws:** **Pursuant to KRS 45A.110 and KRS 45A.115**

*This sworn statement regarding campaign finance laws must be signed and notarized and returned with your proposal.*

The undersigned hereby swears or affirms, under penalty prescribed by law for perjury, that neither he/she, individually, nor, to the best of his/her knowledge and belief, the corporation, partnership, or other business entity which he/she represents in connection with this procurement, has knowingly violated any provisions of the campaign finance laws of the Commonwealth of Kentucky, and that the award of a contract to him/her, individually, or to the corporation, partnership or other business entity which he/she represents, will not violate any campaign finance laws of the Commonwealth.

OFFEROR

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Name of Company or Corporation)

State of \_\_\_\_\_ )  
                    ) SS  
County of \_\_\_\_\_ )

The foregoing statement was acknowledged and sworn on before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_.



Kentucky Employers' Mutual Insurance

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## REQUEST FOR PROPOSAL

### **PROPOSAL SUBMISSION CHECKLIST**

The vendor MUST include the following with the proposal submission.

If the items below are not submitted with the proposal submission, KEMI will reject the proposal and the Offeror will be disqualified.

- SIGNED OFFEROR INFORMATION FORM**
- SIGNED AND NOTARIZED SWORN STATEMENT REGARDING CAMPAIGN FINANCE LAWS**
- COMPLETED BUSINESS CONTINUITY FORM**
- ORIGINAL COPY OF THE PROPOSAL**  
**(prepared in accordance with the Specifications and Requirements described in this RFP)**