



**ST. TAMMANY PARISH**

PATRICIA P. BRISTER  
PARISH PRESIDENT

**NOTICE OF REQUEST FOR QUALIFICATIONS**

St. Tammany Parish is seeking responses for the following project:

**RFQ# 010-05-18-03-4 – Health Insurance Broker Services**

Responses will be received by the Department of Procurement, **until 2:00pm CST Tuesday, October 16, 2018**. RFQ responses will be opened publicly at the physical location as identified in Section 1.4 of the RFQ documents and only respondents who have submitted an RFQ response shall be identified aloud. Prices shall not be read. Each response will be evaluated by designated Parish personnel after the submission deadline and public opening has passed.

Each Proposal must be sealed. The outside of the envelope, box or package should be marked with the Proposer's Name and Address, the Proposal Name, the RFQ #, and the Proposal Opening Date.

The successful Respondent must supply St. Tammany Parish Government with all required documentation as specified in the RFQ documents. Said Respondent must also be in Good Standing and licensed to do business in the State of Louisiana.

Specifications may be obtained from the St. Tammany Parish Government Procurement Office, 21454 Koop Dr., Suite 2F, Mandeville LA., 70471

Responses will be received at St. Tammany Parish Government Department of Procurement Office, 21454 Koop Dr., Suite 2F, Mandeville LA., 70471 from each Respondent or his agent, or by certified mail with return receipt requested.

Procurement Department