



**REQUEST FOR PROPOSALS**  
COBRA, FSA, and HSA Administration

**Request for Proposal No. 26-13**

Pueblo County is requesting Proposals from qualified firms to provide COBRA, FSA, and HSA Administration Services for Pueblo County, 215 W. 10<sup>th</sup> Street, Pueblo, CO 81003.

Proposals will be accepted **until 2:00 p.m. MT, June 15, 2026.**

All items contained in the RFP are applicable in preparing proposals for the materials/services covered by this proposal.

Proposals shall be delivered in a sealed envelope/container, clearly marked **“Request for Proposal – Proposal 26-13, COBRA, FSA, and HSA Administration,”** addressed to:

Pueblo County Purchasing Department  
Terry Robinson, Purchasing Manager  
215 W. 10<sup>th</sup> Street, Room 14  
Pueblo, CO 81003

**To be eligible to submit a proposal, all proposal documents must be obtained via E-mail at [purchasing@pueblocounty.us](mailto:purchasing@pueblocounty.us) or from the Pueblo County Purchasing, 215 W. 10<sup>th</sup> Street, Room 14, Pueblo, Colorado 81003, between the hours of 7:30 a.m. - 3:30 p.m. MT, Monday – Friday (excluding holidays) or by contacting the Purchasing. All PHI documents must be requested from Gallagher by contacting Erica Lopez at [Erica.Lopez1@ajg.com](mailto:Erica.Lopez1@ajg.com), Stephanie Simpson at [Stephanie.Simpson@ajg.com](mailto:Stephanie.Simpson@ajg.com), and/or Liz Khsay at [Liz.Khsay@ajg.com](mailto:Liz.Khsay@ajg.com).**

When completing the Excel exhibits in the workbook, **do not add or delete rows or columns or alter pre-labeled text fields.** Failure to follow these instructions may prevent a timely analysis of your offer and/or may result in rejection of your proposal.

Only sealed and electronic proposals properly received by the Purchasing Department will be accepted. No proposals that are received after the time and date stated above will be considered, and any proposals received after the scheduled closing time and date mentioned above shall be returned to the submitting firm unopened. Proposals submitted by telephone, telegram, fax, or other means of telecommunications will not be accepted. Hand-carried proposals must be delivered to the Pueblo County Purchasing Department at the street address shown above.

Pueblo County will award the contract to the company that best meets the evaluation criteria in the request for proposal.

Pueblo County is an Equal Opportunity Employer. Minority, small, disadvantaged, & women owned enterprises are encouraged to submit competitive bids for this project.

The County of Pueblo reserves the right to accept or reject any or all proposals, to waive informalities, and to reserve any request for proposals. The County will award the contract to only one provider as it deems it will best serve its interests.

**\*\*If assistance under the Americans with Disabilities Act Amendments Act (ADAAA) is needed to complete the RFP process, please call (719) 583-6550.**

Published: May 15, 2026

*Terry Robinson*  
\_\_\_\_\_  
Pueblo County Purchasing