

**THE SANFORD AIRPORT AUTHORITY
ORLANDO SANFORD INTERNATIONAL AIRPORT (SFB)**

**REQUEST FOR PROPOSAL (RFP)
FOR
EMPLOYEE BENEFIT INSURANCE BROKER SERVICES**

Sanford Airport Authority
1200 Red Cleveland Blvd.
Sanford, FL 32773

The Sanford Airport Authority (SAA) invites the submission of proposals from all interested and qualified parties to provide Employee Benefit Broker Services for the Sanford Airport Authority.

On or after March 3, 2022, RFP documents will be available electronically and may be obtained by downloading from SAA's Procurement Software Platform - OpenGov/ProcureNow @ <https://flysfb.com/procurement> or by contacting Roberta Stanton, Phone 407-585-4020; Email: procurement@osaa.net. You must be registered on OpenGov/ProcureNow to follow the solicitation and receive addendums and any other notices. Sealed electronic proposals will be accepted until 2:00 pm on April 7, 2022, via the Sanford Airport Authority's Procurement Software Platform - OpenGov/ProcureNow @ <https://flysfb.com/procurement>. Hard/paper bids will not be accepted.

The Authority will convene a **NON-MANDATORY** Proposal meeting on March 16, 2022. The meeting will begin at 1:30 p.m., Sanford, FL local time, in the Vigilante Room at the Authority's headquarters located at 2001 Red Cleveland Boulevard, Sanford, FL 32773 in person. Attendance at the meeting is **non-mandatory** but is recommended for all Proposers desiring involvement on this Contract.

Submittals are due by 2:00 p.m. (EDT) on Thursday, April 7, 2022. For further information on this Request for Proposal, please contact Roberta Stanton, rstanton@osaa.net.