

**Employee Benefits Program
Underwriting and Administrative Services**

The Comox Valley Regional District (CVRD) is seeking proposals from insurance companies or other qualified providers for the underwriting and administrative services for its employee benefits program.

RFP documents, containing general information and instructions have been posted to <http://www.bcbid.gov.bc.ca>

The CVRD strongly encourages parties interested in regional district business to subscribe to BC Bid's email notification service to receive notices of public opportunities and posted addenda. If you require help please contact the BC Bid Help Desk at 1-800-663-7867 and ask to be re-directed to the BC Bid Help Desk.

Proposals must be submitted according to the instructions in the RFP documents at the following location:

Comox Valley Regional District
600 Comox Road
Courtenay, BC V9N 3P6

Late or electronic submissions will not be accepted.

Enquiries with respect to this solicitation should be directed in writing to:

Scott Hainsworth, Manager of Operating and Capital Procurement
Email: shainsworth@comoxvalleyrd.ca