NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN THAT THE CHAMPAIGN-URBANA MASS TRANSIT DISTRICT (MTD) will be receiving proposals in accordance with Request For Proposals #2026-003 for the provision of employee benefits insurance brokerage services until 2:00 PM (CST), December 30, 2026. MTD is seeking to engage the services of an insurance broker to provide brokerage services for its employee benefits insurance needs. MTD intends to award a contract in time for the awarded Broker to provide the services included in this RFP ahead of insurance renewals and open enrollment which begins in May 2027.

The full RFP document may be obtained by contacting Ashlee McLaughlin at procurement@mtd.org or (217) 384-8188. Questions, clarifications, and final proposals should also be submitted electronically to procurement@mtd.org. Proposals must be submitted by 2:00 PM (CST), December 30, 2026. Proposals received after that time will not be considered for award. MTD reserves the right to accept any proposal in whole or in part or to reject any and all proposals. Proposals shall remain valid for 180 days. MTD intends to award a one-year contract with four optional one-year extensions. Any contract resulting from these proposals is subject to financial assistance contracts between MTD and the Illinois Department of Transportation (IDOT) and applicable state requirements.

- RFP Release: Thursday, November 19, 2026
- Pre-Proposal Conference (optional): Monday, December 7, 2026 @ 2 PM (CDT) – held online via Microsoft Teams, details can be found in the RFP
- Written Questions/Clarifications Due: Friday, December 11, 2026 @ 2 PM (CDT)
- Responses to Questions/Clarifications Release: Wednesday, December 16, 2026
- Proposals Due Electronically: Wednesday, December 30, 2026 @ 2 PM (CDT)
- Tentative Notice of Intent to Award: Monday, January 18, 2027