

# Advertisement for Request for Proposals

**Project Name:** Life, AD&D, LTD, FMLA, ADA Plan Administration  
**Project Number:** 298-FY26-HR-RFP-Life INSLeave MGT26

Pursuant to the City of Asheville's Procurement, Purchasing and Contracting Policy, Proposals will be received by the City of Asheville for the following:

**Description of Work:**

Employee Basic Life and Basic Accidental Death and Dismemberment (AD&D) Administration, Voluntary Life and AD&D Administration, Long Term Disability (LTD) Administration, Family Medical Leave (FMLA) Administration, and Americans with Disabilities (ADA) Administration.

**Proposal Schedule:**

<b>RFP Issued:</b>	November 17, 2025
<b>Pre-Proposal Meeting (Optional):</b>	November 24, 2025, 10:00AM EST <b>Google Meet joining info</b> <b>Video call link:</b> Meeting ID <a href="https://meet.google.com/hgc-svog-mwm">meet.google.com/hgc-svog-mwm</a> Phone Numbers (US)+1 323-920-8812 PIN: 266 229 268#
<b>Questions Deadline:</b>	December 1, 2025, 5:00pm EST
<b>Addendum:</b>	December 5, 2025, 5:00pm EST
<b>Deadline for Proposal Submittals:</b>	December 15, 2025, 5:00pm EST

**Proposal Documents:**

This Request for Proposals (RFP) is posted on the City procurement website at [www.ashevillenc.gov/bids](http://www.ashevillenc.gov/bids). This is *the official source* of this solicitation. All updates to this solicitation shall come in the form of published addenda and shall be published to the same location. **The City will not be responsible for full or partial sets of RFP Documents including any addendum obtained from any other source.**

The City of Asheville reserves the right to reject any or all proposals and to waive informalities.

**Information:**

All questions concerning this Request for Proposal (RFP) should be submitted via email to:

Larisa Lowman, Project Manager  
HRproposals@ashevillenc.gov

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