

UPDATED SOLICITATION POLICY

for the MAINESAVES457

The three (3) Providers will work with the designated contact at each State agency office to facilitate the following:

1

To be on site at State offices for the purpose of assisting employees with the MaineSaves457 (reviews and enrollments)

2

Schedule site visits with department contacts for the purpose of scheduling space to meet with employees

3

Provides email announcement of visit to staff by department contact.
*In the email, please note "we are one of three Providers authorized by the State of Maine".
Please copy the Voluntary Benefits Coordinator (Mary Labbe).*

4

Upon individual department approval, post signs in department buildings of upcoming visits.
Please ensure sign includes "we are one of three Providers authorized by the State of Maine".

5

Reserve space within "secure" areas of departments for visits when possible

6

Hold site visits during lunch hours to ensure no interruption to normal business workflow.

