

## CITY OF CORAL GABLES

### -MEMORANDUM-

**TO:** Honorable Mayor and  
Members of the City Commission

**Date:** September 11, 2024

**FROM:** Amos Rojas, Jr.  
City Manager

**SUBJECT:** Award Recommendation  
RFP 2024-020 Group Medical Insurance  
Services

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At the next available City Commission Meeting an award recommendation for RFP 2024-020 Group Medical Insurance Services will be included on the agenda. This memorandum serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation to the City Commission for award of the subject RFP is as follows:

- 1) Accept the recommendation of the Chief Procurement Officer to award the RFP and authorize negotiations with Cigna Health and Life Insurance Company, the highest ranked responsive and responsible proposer.
- 2) Should negotiations fail with the top-ranked proposer, negotiations may commence with the next highest ranked responsive and responsible proposer UnitedHealthcare Insurance Company, if determined to be in the best interest of the city, until a satisfactory agreement and contract amount that is fair, competitive, and reasonable is reached.
- 3) Reaffirm the City's right to pursue alternative courses of action.

On June 6, 2024, the Procurement Division of Finance formally advertised, issued, and distributed Group Medical Insurance Services, Request for Proposals (RFP) 2024-020. Eighteen (18) prospective proposers were notified of the RFP package from INFOR, the City's web-based e-procurement system.

On July 26, 2024, three (3) firms responded, including one (1) no proposal, in response to the RFP: Cigna Health and Life Insurance Company, UnitedHealthcare Insurance Company and KNL, Inc.

The responses were reviewed by the Procurement Division in order to determine responsiveness to the requirements of the RFP. Cigna Health and Life Insurance Company, and UnitedHealthcare Insurance Company were both deemed to be responsive to the requirements of the RFP.

On September 9, 2024, the Evaluation Committee convened to evaluate the two (2) responsive and responsible proposals and ranked the firms in the following order of preference: Cigna Health and Life Insurance Company (first ranked), and UnitedHealthcare Insurance Company (second ranked). The Evaluation Committee determined that Cigna Health and Life Insurance Company, was the highest ranked responsive-responsible proposer to provide the requested services for an initial three (3) year term with two (2) one (1) year renewals.

The Evaluation Committee further recommended that should negotiations fail with Cigna Health and Life Insurance Company, negotiations could be conducted with the next ranked firm, UnitedHealthcare Insurance Company.

After successful negotiations, a Professional Services Agreement will be executed. A more detailed description of the RFP, proposal response and evaluation results will be provided to you as part of the agenda package.

Please contact me should you have any questions.

Copy:

Cristina M. Suárez, City Attorney

Billy Y. Urquia, City Clerk

Alberto N. Parjus, Deputy City Manager

Joe Gomez, Assistant City Manager

Raquel Elejabarrieta, Human Resources, Labor Relations and Risk Management Director

Diana M. Gomez, Finance Director

Celeste S. Walker-Harmon, Chief Procurement Officer