

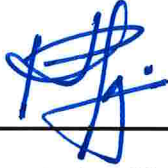
CITY OF CORAL GABLES

-MEMORANDUM-

TO: Honorable Mayor and
Members of the City Commission

Date: May 13, 2020

FROM: Peter J. Iglesias, P.E.
City Manager



SUBJECT: Award Recommendation
RFP 2019-045 Health Insurance Consultant
Services

At the June 9, 2020 City Commission Meeting an award recommendation for RFP 2019-045 Health Insurance Consultant 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 Procurement Officer to award the RFP and authorize negotiations with USI Insurance Services, LLC., the highest ranked responsive and responsible proposer, for Health Insurance Consultant Services, RFP 2019-045.
- 2) Should negotiations fail with the top-ranked proposer, negotiations shall commence with the next highest ranked responsive-responsible proposer, up to the second ranked qualified Proposer, until a satisfactory agreement and contract amount that is fair, competitive, and reasonable is reached.

On January 15, 2020, the Procurement Division of Finance formally advertised, issued, and distributed Health Insurance Consultant Services, Request for Proposals (RFP) 2019-045. Eighty-eight (88) prospective proposers downloaded the RFP package from Public Purchase, the City's web-based e-Procurement service.

On February 26, 2020, three (3) firms submitted proposals in response to the RFP: Digital Insurance, LLC d/b/a OneDigital Health and Benefits, The Gehring Group, Inc., and USI Insurance Services, LLC.

On May 5, 2020, the Evaluation Committee convened to evaluate the three (3) responsive proposals and ranked the firms in the following order of preference: The Gehring Group, Inc., (top-ranked); USI Insurance Services, LLC., (second ranked); Digital Insurance, LLD d/b/a OneDigital Health and Benefits (third ranked). The Evaluation Committee determined that The Gehring Group, Inc., was the highest ranked responsive-responsible proposer.

At the conclusion of the initial meeting, Procurement followed-up on information that was shared by the Technical Advisor assigned to the project. It was determined that the information did not reflect the facts regarding the proposed pricing of the top ranked proposer. Subsequently, the Evaluation Committee was reconvened to re-visit only the Overall Cost criteria scores assigned during the initial meeting.

The Evaluation Committee reconvened on May 11, 2020 and ranked the firms in the following order of preference: USI Insurance Services, LLC (top-ranked); The Gehring Group, Inc., (second ranked); Digital Insurance, LLC d/b/a OneDigital Health and Benefits (third ranked). The revised scores of the Evaluation Committee determined that USI Insurance Services, LLC., was the

highest ranked responsive-responsible proposer. The Evaluation Committee further recommended that should negotiations fail with USI Insurance Services, LLC., that negotiations commence with the next ranked firm, up to the second ranked firm, until an agreement and contract amount acceptable to the City has been reached.

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:

Miriam Soler Ramos, Esq., City Attorney

Billy Y. Urquia, City Clerk

Eduardo Santamaria, Assistant City Manager

Karla V. Green, Director, Human Resources

Maria Milian, Assistant Director, Human Resources

Diana M. Gomez, Finance Director

Celeste S. Walker-Harmon, Finance Assistant Director for Procurement

Carlos R. Scull, Senior Procurement Manager



RFP 2019-045
Health Insurance Consultant Services
EVALUATION OF PROPOSALS
COMPOSITE

SELECTION CRITERIA	PROPOSERS	Maximum Criteria Points	Maximum Total Points (5 Members)	Digital Insurance, LLC d/b/a OneDigital Health and Benefits	The Gehring Group, Inc.	USI Insurance Services, LLC
Experience & Qualifications		35	175			
Proposer's qualifications...			75	73.0	75.0	74.0
Qualifications and experience of all proposed key personnel			50	49.0	50.0	48.0
Proposer's relevant knowledge and experience...			35	32.5	35.0	32.5
Other relevant experience...			15	11.0	14.0	12.0
Experience & Qualifications Total				165.5	174.0	166.5
Project Understanding, Proposed Approach, Methodology		35	175			
Proposer's overall detailed understanding, approach and methodology...			75	62.5	74.0	71.0
Proposer's capabilities and competency...			25	18.5	24.0	22.0
Proposer's operational plan...			75	61.0	73.0	72.0
Project Understanding, Proposed Approach, Methodology Total				142.0	171.0	165.0
Past Performance and References		5	25			
Proposer's three (3) references (but no more than five (5)) from public sector agencies...			10	8.0	10.0	6.0
Public sector clients, if any, that have discontinued use of Proposer's services...			10	10.0	8.5	10.0
Civil, criminal, administrative, other similar proceeding filed or pending...			5	5.0	5.0	5.0
Past Performance and References Total				23.0	23.5	21.0
Overall Cost		25	125			
Proposed pricing as shown on the Proposal Pricing Form.			25	110.5	97.0	119.0
Overall Cost Total				110.5	97.0	119.0
TOTAL POINTS		100	500	441.0	465.5	471.5
RANKING				3	2	1

Signature: *[Signature]*
 Chairperson: *[Signature]*
 Reviewed by: _____

Print Name: Yusbel Gonzalez
 Print Name: Carlos Suli

Date: 5/11/2020
5/11/2020



RFP 2019-045
Health Insurance Consultant Services
EVALUATION OF PROPOSALS
COMPOSITE

SELECTION CRITERIA	PROPOSERS	Maximum Criteria Points	Maximum Total Points (5 Members)	Digital Insurance, LLC d/b/a OneDigital Health and Benefits	The Gehring Group, Inc.	USI Insurance Services, LLC
Experience & Qualifications		35	175			
Proposer's qualifications...			75	73.0	75.0	74.0
Qualifications and experience of all proposed key personnel			50	49.0	50.0	48.0
Proposer's relevant knowledge and experience...			35	32.5	35.0	32.5
Other relevant experience...			15	11.0	14.0	12.0
Experience & Qualifications Total				165.5	174.0	166.5
Project Understanding, Proposed Approach, Methodology		35	175			
Proposer's overall detailed understanding, approach and methodology...			75	62.5	74.0	71.0
Proposer's capabilities and competency...			25	18.5	24.0	22.0
Proposer's operational plan...			75	61.0	73.0	72.0
Project Understanding, Proposed Approach, Methodology Total				142.0	171.0	165.0
Past Performance and References		5	25			
Proposer's three (3) references (but no more than five (5)) from public sector agencies...			10	8.0	10.0	6.0
Public sector clients, if any, that have discontinued use of Proposer's services...			10	10.0	8.5	10.0
Civil, criminal, administrative, other similar proceeding filed or pending...			5	5.0	5.0	5.0
Past Performance and References Total				23.0	23.5	21.0
Overall Cost		25	125			
Proposed pricing as shown on the Proposal Pricing Form.			25	110.5	105.0	118.0
Overall Cost Total				110.5	105.0	118.0
TOTAL POINTS		100	500	441.0	473.5	470.5
RANKING				3	1	2

Signature: *[Handwritten Signature]*
 Chairperson: *[Handwritten Signature]*
 Reviewed By: *[Handwritten Signature]*

Print Name: Yusbel Gonzalez
 Print Name: Carlos Scull

Date: 5/5/2020
5/5/2020