



**City of Coral Gables**  
**CITY COMMISSION MEETING**  
**January 26, 2009**

**ITEM TITLE:**

Resolution accepting the recommendation of the Chief Procurement Officer authorizing an agreement with Robert J. Shafer & Associates, Inc. for the provision of health insurance consulting services in the amount of thirty thousand dollars (\$30,000) per year pursuant to Section 2-828 of the Procurement Code and Request For Proposals (RFP) 2009.11.10 for an initial three (3) year period, with three (3) additional two (2) year renewal options.

**RECOMMENDATION OF THE CITY MANAGER:**

Approval

**BRIEF HISTORY:**

On November 12, 2009, the Procurement Division of Finance formally advertised, issued and distributed the Health Insurance Consultant Services Request For Proposals (RFP) 2009.11.10. Under the RFP, the Health Insurance Consultant provides the following services: reviews and makes recommendations for all employee benefits (excluding retirement plans), reviews and makes recommendations on related services such as employee assistance programs and other health promotion strategies, negotiates plan renewals, serves as a liaison between the City and insurance carriers, assists City in insurance solicitations, provides advice on insurance regulatory issues, and assists City staff with any benefits questions or concerns.

Eight (8) firms were asked to submit proposals for health insurance consultant services as follows: Mercer H&B, Milliman Inc., Robert J. Shafer & Associates, Siver Insurance Consultants, Aon Consulting, Mahoney and Associates, Gabriel Roeder Smith (GRS), and Group Benefit Strategies (GBS). The eight (8) firms downloading the RFP from the Procurement Division web-site were as follows: Basil Mangra, MD PA, Buck Consultants, Collaborative Research, LLC, First Care Home Services, Independent Living Systems, LLC, Jacqueline Moore and Associates, SHC Services, Inc., and the Segal Company. Those responding to this RFP included the City's current Health Insurance Consultant, Robert J Shafer and Associates and The Segal Company, who submitted a no-bid response.

As there was only one (1) affirmative response to the RFP, from the current consultant, this item was submitted directly for review by the Insurance Advisory Committee. This recommendation was reviewed and unanimously approved by the City's Insurance Advisory Committee at their January 7, 2010 Meeting. The attached Resolution authorizes an agreement with Robert J. Shafer & Associates, Inc. to provide Health Insurance Consultant Services at a cost in the amount of thirty thousand dollar (\$30,000) per year for a three (3) year period with three (3) additional two (2) year renewal options.

**FINANCIAL INFORMATION: (If Applicable)**

No.	Amount	Account No.	Source of Funds
1.	\$30,000.00	001-1110-513-31-90	General Fund
<b>Total:</b>	<b>\$30,000.00</b>	<b>APPROVED BY:</b> <i>[Signature]</i>	

**APPROVED BY:**

Department Director	City Attorney (If Applicable)	City Manager
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

**ATTACHMENT(S):**

1. Draft Resolution

2. RFP Response

3. Bid Tabulation