



Legislation Text

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A Resolution accepting the recommendation of the Procurement Officer to award the Health Insurance Consultant Services Contract to USI Insurance Services, LLC the highest ranked responsive-responsible proposer, pursuant to Section 2-763 of the Procurement Code entitled "Contract Award" and Request for Proposals (RFP) 2019-045.

The purpose of this RFP is to award a qualified and experienced professional firm ("Proposer") to provide Health Insurance Consultant Services. The awarded Proposer will provide professional consulting services for all employee health, dental, life, vision and other related insurance benefits. The awarded Proposer will be expected to assist with the strategic plan, design and negotiation of the most cost-effective programs, as well as the implementation and servicing of those plans. The current contract has been in place since February 1, 2019 and expires on January 31, 2020.

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 and rank the three (3) responsive proposals. At the conclusion of the initial meeting, Procurement followed-up on information that was shared by the Technical Advisor assigned to the project and it was determined that the information did not reflect the facts regarding the proposed pricing of the top ranked proposer.

In light of the information received through the follow-up, 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, LLD 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 also 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.

The Procurement Officer recommends accepting the Evaluation Committee's recommendation to award and negotiate with USI Insurance Services, LLC., for RFP 2019-045 Health Insurance Consultant Services for a period of three (3) years with options to renew for three (3) additional two (2) year periods.