

# Audit and Accountability Committee



## Post Solicitation Briefing for Employee Benefits Consultant

Date: January 19, 2021

Presented by: Lori Steward, Director, Human Resources

# Solicitation Overview

## Project Overview

The Human Resources Department released a Request for Proposal (RFP) seeking proposals from experienced actuarial consulting firms with a proven track record for comprehensive employee benefits consulting services. These services include - but are not limited to - plan design review and recommendations, plan cost analysis, strategic planning for healthcare and wellness services, actuarial services, vendor management, reporting, and compliance for all employee benefit plans.

## Solicitation Type

- RFP

## Estimated Value

- \$520,000 annually/\$2.6 million total

## Proposed Term

- 3 years with 2, 1 year options

# Initial Evaluation

Employee Benefits Consultant (20-082, 6100013148)  Score Summary INITIAL EVALUATION December 4, 2020	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Vendor F
A - Experience, Background, Qualifications	25	23.50	19.50	17.83	17.17	18.00	9.50
B - Proposed Plan	35	31.83	26.00	25.17	22.33	22.33	15.17
C - Price	15	3.81	4.58	4.04	4.61	3.57	15.00
D - SBEDA	10	0.00	0.00	0.00	0.00	0.00	0.00
E- LPP	10	0.00	0.00	0.00	0.00	0.00	0.00
F - VOSBPP	5	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SCORE	100	59.14	50.08	47.04	44.11	43.90	39.67
RANK BASED ON TOTAL SCORE		1	2	3	4	5	6

# Recommended Award

Employee Benefits Consultant (20-082, 6100013148)  Score Summary FINAL EVALUATION December 14, 2020	Maximum Points	Vendor A	Vendor B
A - Experience, Background, Qualifications	25	23.33	20.50
B - Proposed Plan	35	32.17	27.00
C - Price	15	3.81	4.58
D - SBEDA	10	0.00	0.00
E- LPP	10	0.00	0.00
F - VOSBPP	5	0.00	0.00
TOTAL SCORE	100	59.31	52.08
RANK BASED ON TOTAL SCORE		1	2

# Due Diligence

## Finance and Audit Departments – Due Diligence Results

Number of vendors notified:	62
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Number of vendors at pre-submittal conference:	6
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Number of responses received:	6
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Results of Minimum Requirements Review:	No Material Findings
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Results of Due Diligence Review:	No Material Findings
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