



Executive Summary

Request for Proposal 2021-0806R

Benefits Consulting Services

City Council Meeting June 22, 2021

Strategic Plan Alignment

VISION BLOCK: HIGH PERFORMING GOVERNMENT

Goal 6. Set the Standard for Sound Governance and Fiscal Management

6.3 Implement programs to reduce organizational risk

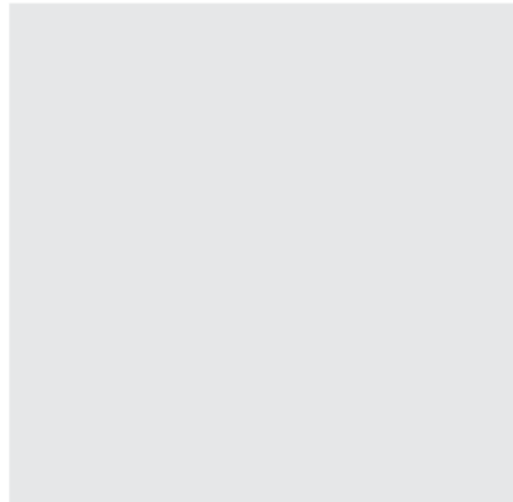
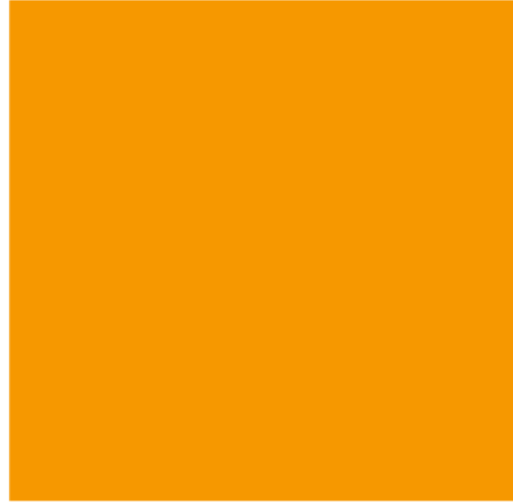
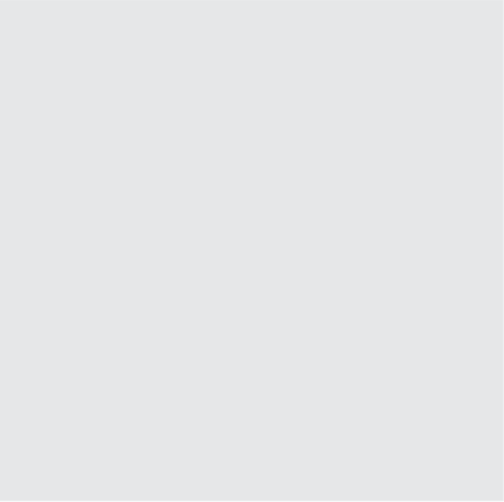




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1. Scope of Services



Summary of Scope of Service



- Updates on federal and state health benefits legislative changes and/or rules or regulations affecting benefit plans.
- Claim utilization analysis for all programs (i.e., health, ancillary benefits, deferred compensation, and worker's compensation) as well as claims and administrative cost projections.
- Analysis and advice on the impact of plan design changes (health fund only).
- Assist, as requested by the City, with any collective bargaining activities.
- Assist, as requested by the City, with preparation of RFPs
- Serve as Fiduciary and advisor on the City's Deferred Compensation Plans

Key Characteristics of Contracts



- City will only pay for services rendered.
- On-call services for General Benefit Consulting Services in seven key focus areas

Project Tasks Menu – Seven Key Focus Areas

Benefit RF(X) Development & Analysis (estimate at minimum 10 Proposal submitted for TPA & Associated services)

Annual Health Plan Rate Development Budget Projections

Annual Actuarial Analysis of Health Fund

Guidance and Update of Federal & State Laws & Regulations

Workers' Compensation Guidance

HIPPA Consultation Services

Deferred Compensation

2. Selection of Procurement Method



Selection of Procurement Method



- Advertisement, evaluation and recommendation are performed in accordance with the Amended & Restated Procurement and Sourcing Policy.
 - Audit results - Policy, processes and file documentation complies with 2 CFR 200 (Federal and State Standard for Grant Compliance) and Texas Local Government Code(s)
- Department provided scope of service, independent cost estimate and requisition.
- Procurement staff develop and submitted Procurement Rational Form for review and approval.

Selection of Procurement Method

- In accordance with the City Charter and the Amended & Restated Procurement and Sourcing Policy the Low Bid procurement method is not recommended for complex consulting service providers.
- The City selected the Request for Proposal procurement method is selected to based evaluation and selection upon relevant factors including price. Note all evaluation factors have a stated value. Price is not the primary consideration for award.
- The vendors with the overall highest score in all categories is considered the vendor offering the best overall value to the City.

Evaluation Factors and Weights

Evaluation Factors	Maximum Points
Factor A - Offeror Fee Proposal	30
Factor B – Experience and Qualifications	30
Factor C – Response of References Each Reference valued at 10 points	30
Factor D – Quality of Responses and Presentations	10

3. Advertisement, Outreach and Results



Advertisement, Outreach and Results

- ***Advertisements***

- Advertised in El Paso Times (January 26th and February 2, 2021)
- Posted on City of El Paso's Website (January 26, 2021-March 3, 2021)

- ***Outreach***

- PurMail (Email notifications to registered vendors)
- Weekly notifications (Thursdays) for 5 consecutive weeks

- ***Results***

- 70 on-line views (67 vendors or interested parties)
- Three (3) proposals received

4. Proposal Evaluation and Scoring



Fee Proposal Format and Scoring

The fee proposal provided an estimate number of hours Scoring of factors

Project Tasks Menu – Seven Key Focus Areas	Estimated Annual Hours		HUB International Texas, Inc. Hourly Rate	McGriff Insurance Services Hourly Rate	Gallagher Benefits Services, Inc. Hourly Rate
Benefit RF(X) Development & Analysis (estimate at minimum 10 Proposal submitted for TPA & Associated services)	150	✘	\$200.00	\$150.00	\$0.00
Annual Health Plan Rate Development Budget Projections	150	✘	\$200.00	\$150.00	\$0.00
Annual Actuarial Analysis of Health Fund	150	✘	\$500.00	\$150.00	\$0.00
Guidance and Update of Federal & State Laws & Regulations	150	✘	\$200.00	\$125.00	\$0.00
Workers' Compensation Guidance	150	✘	\$200.00	\$150.00	\$0.00
HIPPA Consultation Services	150	✘	\$200.00	\$125.00	\$0.00
Deferred Compensation	150	✘	\$200.00	\$200.00	\$0.00
Total			\$255,000.00	\$157,000.00	\$0.00

Fee Proposal Scoring Formula

- The fee proposal points are calculated using a standard ratio formula:

Lowest Proposal ÷ Each Proposal × Points = Score

\$157,500	÷	\$157,500	×	30	=	30 points (maximum score)
\$157,500	÷	\$255,000	×	30	=	18.53 points

Evaluation and Scoring

PROJECT: 2021-0806R Benefit Consulting Services

Evaluation of Submittal

	MAX POINTS	HUB International Texas, Inc	McGriff Insurance Services	Gallagher Benefits Services, Inc.
Factor A - Offeror Fee Proposal	30	\$255,000.00	\$157,500.00	\$0.00
Fee Proposal Score		18.53	30.00	0.00
Factor B – Experience and Qualifications	30	29.75	27.25	25.50
Factor C – Response of References	30	28.00	20.00	20.00
Factor D – Quality of Responses and Presentations	10	9.75	8.25	7.00
Total Score	100	86.03	85.50	52.50

5. Recommendation



Recommendation for Award

Based upon staff evaluation the proposal submittal by HUB International Texas, Inc., represents the best value to the City of El Paso.



Mission

Deliver exceptional services to support a high quality of life and place for our community



Vision

Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government



Values

Integrity, Respect, Excellence,
Accountability, People