



CITY OF ORLANDO



MEMORANDUM

DATE: November 21, 2014

TO: Ana Palenzuela, Human Resources Division Manager
Human Resources Division

THROUGH: Jessica Mason, Human Resources Financial Manager
Human Resources Division

FROM: Brian Ferrier, Senior Purchasing Agent
Procurement and Contracts Division

SUBJECT: Bid Submittals and Award Recommendation

BID TITLE: Stop Loss Insurance for the City Self-Funded Employee Health Care Insurance for plan year 2015

As included in the scope of the City's Health Care and Benefits Consultant contract (RFP12-0115) RobinsonBush, Inc., (RB) solicited bids for the subject solicitation. RB has opened and reviewed the bid submittals for responsiveness. Please see the attached Bid submittals and RB Bid Comparison Worksheets. Pending final review by your office and MWBE, if applicable, RB has recommendation of award is as follows:

Line Item(s)	Recommended Award	Amount:
All	Symetra Life Insurance Company	\$349,453.00

Procurement and Contracts concurs with the above RB recommendation.

Once submittals have been fully evaluated by you and the Office of MWBE, please sign below to acknowledge your concurrence of this recommendation of award and return by November 21, 2014. In addition, forward a Fiscal Impact Statement* (in Word format) to the assigned Purchasing Agent.

Procurement will then prepare the Council Agenda for award approval and the timely development of the Contract.

*A Fiscal Impact Statement must be provided to the assigned Purchasing Agent cite funding source; original approval date and contract amount, Documentary Number, applicable recurring costs (e.g., operating & maintenance); allocation of any generated revenues; etc.

APalenzuela HR Division mgr 11/21/14
Authorized Signature Title Date
EXO HR
Department

PROCUREMENT AND CONTRACTS DIVISION

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