



CITY OF ORLANDO

February 8, 2016

MEMORANDUM

TO: David Billingsley, Chief Procurement Officer
FROM: Brian Ferrier, CPPO, Senior Purchasing Agent
SUBJECT: RFP16-0077, Health Plan Administrative Services

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of February 2, 2016.

Approved:

A handwritten signature in black ink, appearing to read "David Billingsley", written over a horizontal line.

David Billingsley, CPSM, C.P.M.
Chief Procurement Officer

PROCUREMENT AND CONTRACTS DIVISION

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SECOND ADVISORY COMMITTEE MEETING NOTES
RFP16-0077
HEALTH PLAN ADMINISTRATIVE SERVICES
TUESDAY, FEBRUARY 2, 2016, 9:00 A.M.
ORLANDO CITY HALL, NINTH FLOOR, HARVARD CONFERENCE ROOM
400 SOUTH ORANGE AVENUE, ORLANDO, FL 32801

Second Meeting of the Advisory Committee to discuss proposals submitted in response to RFP16-0077 and input from committee members.

Voting Advisory Committee Members:

Present:

Ana Palenzuela, Human Resources Division Manager (Chair)
Deborah Girard, Deputy Chief Administrative Officer, Executive Offices
Denise Aldridge, Workday Administrator, Business and Financial Services
Antonio Blanca, Compensation and Benefits Manager, Human Resources Division
Kevin Edmonds, Deputy Chief Administrative Officer, Executive Offices

Advisory Members to the Advisory Committee:

Present:

Felix Benitez, IAFF

Not Present:

Steve Brown, Laborers International Union of North America (LIUNA)
Ray Cordero, Orlando Professional Fire Fighters, #1365
Randy Thames, Fraternal Order of Police (FOP) Lodge 25

Technical Advisors to the Advisory Committee:

Present:

Jessica Mason, Health Services Financial Manager, Human Resources Division
Janice S. Bush, RobinsonBush Benefits Consultants

Other Staff Present:

Brian Ferrier, Senior Purchasing Agent, Procurement & Contracts Division

Others Present:

None

Discussion and Motions:

Brian Ferrier took the following actions:

- 1) Introduced himself.
- 2) Called the meeting to order at 9:10 a.m.
- 3) Advised the Committee that a quorum was established.
- 4) Advised the Advisory Committee the meeting would be recorded.
- 5) Announced the date, time and purpose of the Committee meeting.
- 6) Announced this Committee meeting was publicly posted on the City calendar more than 48 hours in advance.
- 7) Explained to the Committee public input procedures (F.S. 286.0114).
- 8) Asked all attendees to sign the sign-in sheet.

- 9) He announced that all proposal contained pages that stated “confidential,” “proprietary Information” and “trade secrets.” He stated that confidential letters would be sent to all Proposers.
- 10) Stated: Committee members should have reviewed each proposal for compliance with minimum mandatory qualifications.
- 11) He reminded the Committee that all discussion must be factual and information based on submittals.
- 12) He reminded the Committee to evaluate proposals according to evaluation factors published in the solicitation. Each member must independently evaluate each proposal using the evaluation criteria in the solicitation.
- 13) He asked the committee members if they were prepared to approve the minutes from the first meeting. Discussion ensued.

Motion was made by Deborah Girard to approve the first Committee meeting minutes with the edits that were discussed.

The Motion was seconded by Kevin Edmonds.

Motion carried unanimously.

Ana Palenzuela took the following actions:

- 1) Introduced herself as chairperson for the Proposal Advisory Committee.
- 2) She asked Janice Bush to lead the discussion reviewing the Proposal.

Janice Bush took the following actions:

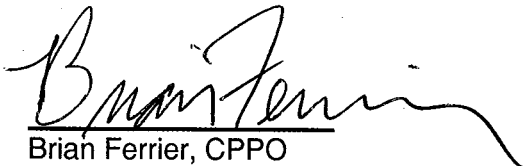
- 1) She led the Advisory Committee discussion reviewing the Proposal. The following points were discussed:
 - a. Mandatory Minimum Qualifications
 - b. Mandatory Technical Requirements
 - c. Responses to Proposer references
 - d. Attachment D - Proposal Worksheet
 - e. Plan Design
 - f. Network Services
 - g. Health Management
 - h. Reporting and Data Interface
 - i. Cost and Performance Guarantees
 - j. Fees included in base ASO fees.
 - k. Areas of Performance Guarantees
 - l. Attachment F - Mandatory Features
 - m. Attachment G - Formulary and Network Disruption File Summary
 - n. Attachment H - Claims Repricing File
 - o. Attachment I - Medical Discount Pricing
 - p. Attachment J - Pharmacy Cost Guarantee Worksheet
- 2) She covered the Proposer Presentation Agenda and discussion ensued.
- 3) She turned the meeting back to Ana Palenzuela.

General discussion followed and the next meeting discussion.

Ana Palenzuela adjourned the meeting at 12:22 p.m.

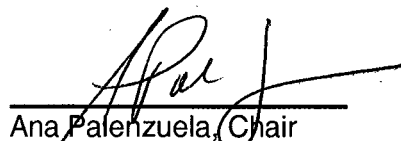
These minutes are considered to be the official minutes of the RFP16-0077 Advisory Committee Meeting held on Tuesday, February 2, 2016 and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Brian Ferrier, CPPO
Senior Purchasing Agent

Reviewed and Accepted by:



Ana Palenzuela, Chair
Human Resources Division Manager