



CITY OF ORLANDO

February 2, 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 January 14, 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

FIRST ADVISORY COMMITTEE MEETING MINUTES
RFP16-0077
HEALTH PLAN ADMINISTRATIVE SERVICES
THURSDAY, JANUARY 14, 2016, 9:00 A.M.
ORLANDO CITY HALL, SEVENTH FLOOR, FORUM CONFERENCE ROOM
400 SOUTH ORANGE AVENUE, ORLANDO, FL 32801

First Meeting of the Advisory Committee to distribute proposals submitted in response to RFP16-0077, assign roles of committee members, and general overview of the RFP process.

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

Not Present:

Kevin Edmonds, Deputy Chief Administrative Officer, Executive Offices (Excused Medical Absence)

Advisory Members to the Advisory Committee:

Present:

Felix Benitez, IAFF
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

Not Present:

Cynthia Merrithew, Employee Benefits Supervisor, Human Resources Division
Brent Cunningham, 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 9:05 a.m.
- 3) Advised the Advisory Committee the meeting would be recorded.
- 4) Announced the date, time and purpose of the Committee meeting.

- 5) Announced this Committee meeting was publicly posted on the City calendar more than 48 hours in advance.
- 6) Explained to the Committee public input procedures (F.S. 286.0114).
- 7) Explained to the Committee an overview of Sunshine Law, Public Records Act and City Policy and Procedure, as related to the Advisory Committee Meetings.
- 8) Asked all attendees to sign the sign-in sheet.
- 9) Asked the chair to discuss Presentations, Proposer References, and Dunn & Bradstreet Reports with the committee.

Ana Palenzuela took the following actions:

- 1) Introduced herself as chairperson for the Proposal Advisory Committee.
- 2) She asked all Committee members and others introduced themselves.
- 3) She welcomed the four Advisory Members to the Advisory Committee representing four (4) of the employee unions. It was noted that Human resources invited each union to designate individual(s) to serve as Advisory Members to the Advisory Committee.
- 4) She welcomed two (2) Technical Advisors representing the Human Resources Division and RobinsonBush Benefits Consultants.
- 5) She explained the role of Advisory Members to the Advisory Committee. They serve as non-voting members who can provide feedback to the Advisory Committee. They can participate in the discussion and ask questions.
- 6) She stated the Advisory Committee would follow the Robert's Rules of Order.
- 7) She asked for discussion on the need for Proposer Presentations. Discussion ensued.
 - a) Motion was made by Deborah Girard to hold Proposer Presentations on February 8, 2016.
 - b) Motion was seconded by Denise Aldridge.
 - c) Motion carried unanimously.
- 8) She asked for discussion on Proposer References. Discussion ensued.
 - a) Motion was made by Denise Aldridge to assign Jessica Mason and Janice Bush the role to edit the reference form and conduct Proposer reference checks.
 - b) Motion was seconded by Antonio Blanca.
 - c) Motion carried unanimously.
- 9) She discussed the Tentative Schedule for the remainder of the Advisory Committee Meetings. All participants, including Advisory Members to the Advisory Committee, were invited to the remainder of the Advisory Committee meetings.
- 10) Janice Bush was asked to describe her role as the City's Benefits Consultant and asked her to explain Administrative Service Only (ASO) in context to this RFP. Janice Bush advised the Committee of the difference between ASO for the City's self-insured health plan versus fully insured health plan services. Janice Bush also explained the following items in the RFP:
 - Formulary & Network Disruption
 - Claims Repricing
 - Medical Discount Pricing
 - Pharmacy Cost Guarantees

Ana Palenzuela turned the meeting over to Procurement & Contracts Division representatives.

Brian Ferrier took the following actions:

- 1) Indicated all attendees signed the sign-in sheet.
- 2) Briefly discussed City Policy & Procedure 121.1 – Organization & Policy / Meetings, City Policy & Procedure 133.1.
- 3) Advised the Committee that their proposal copies are to be returned once the Committee adjourns the final Committee meeting. Any marks, comments, etc. on the proposal copies will become public record.
- 4) Advised all discussion in Committee Meetings must be factual and information based on submittals.
- 5) Advised Committee Members must keep proposals confidential and protected for 30 days after opening.
- 6) Announced all four of the proposals submittals included information that was marked “Confidential” and/or “Proprietary”. He advised the committee that he will send letters to each Proposer to cite specific laws or statues that make parts of their proposal exempt from public record law.
- 7) Advised the Committee is to review each proposal for compliance with minimum mandatory qualifications.
- 8) Advised 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. He also advised the Committee evaluation criteria will be discussed in further detail at future Committee meetings.
- 9) He explained that M/WBE and VBE were not required on this RFP.
- 10) He advised the Committee may request D&B Reports (Procurement will order, paid by Using Agency, cost ~\$100) and/or Committee may assign a Committee Member to financial review and provide a financial report to the Committee. Discussion ensued.
 - a) Motion was made by Denise Aldridge not to run D & B Reports
 - b) Motion was seconded by Deborah Girard
 - c) Motion carried unanimously.
- 11) He explained to the Committee an overview of the rules of Advisory Committees.
- 12) Advised 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. He also advised the Committee evaluation criteria will be discussed in further detail at future Committee meetings.
- 13) Announced that there were four (4) sealed proposals submitted in response to the solicitation. Those firms submitting proposals are as follows:
 - Avmed Co
 - Cigna Healthcare Life Insurance Company
 - Continental Benefits, LLC
 - United Healthcare Services

Discussion ensued regarding Proposer Presentations. The Committee decided to limit presentation time to 30 minutes and question & answer time to 45 minutes for each Proposer. The Committee discussed points to be cover by Proposers

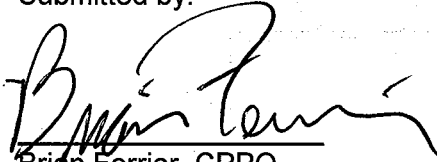
during their presentations. The Committee assigned Jessica Mason and Janice Bush the role to create the final Proposer Presentation Agenda.
14) He turned the meeting over to the Committee Chair.

Discussion ensued.

Ana Palenzuela adjourned the meeting at 10:05 a.m.

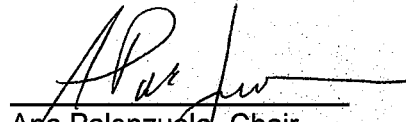
These minutes are considered to be the official minutes of the RFP16-0077 Advisory Committee Meeting held on Thursday, January 14, 2016 and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Brian Ferrier, CPPO
Senior Purchasing Agent

Reviewed and Accepted by:



Ana Palenzuela, Chair
Human Resources Division Manager