

THIRD ADVISORY COMMITTEE MEETING MINUTES
RFP16-0077
HEALTH PLAN ADMINISTRATIVE SERVICES
MONDAY, FEBRUARY 8, 2016, 8:30 A.M.
ORLANDO CITY HALL, NINTH FLOOR, HARVARD CONFERENCE ROOM
400 SOUTH ORANGE AVENUE, ORLANDO, FL 32801

The purpose of the meeting was to discuss Proposals submitted in response to RFP16-0077; listen to each of the Proposers make thirty (30) minute oral presentations followed by forty-five (45) minute question and answer periods; and to review, score, and rank each of those firms.

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
Kevin Edmonds, Deputy Chief Administrative Officer, Executive Offices

Not Present:

Antonio Blanca, Compensation and Benefits Manager, Human Resources Division

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

Other Staff Present:

Brian Ferrier, Senior Purchasing Agent, Procurement & Contracts Division

Others Present:

There were no members of the public present throughout the meeting.

Discussion and Motions:

Ana Palenzuela took the following actions:

- 1) Called the meeting to order at 8:28 a.m.
- 2) Advised the Committee that a quorum was established.
- 3) Asked Janice Bush to address the Committee

Janice Bush took the following actions:

- 1) She reviewed the Presentation Agenda.
- 2) She reviewed the question and answer sessions to follow Presentations.
- 3) She stated if the Advisory Committee was ready, they could review, score and rank the firms after Presentations,

Brian Ferrier took the following actions:

- 1) Advised the Advisory Committee the meeting would be recorded.
- 2) Announced the date, time and purpose of the Committee meeting.
- 3) Announced this Committee meeting was publicly posted on the City calendar more than 48 hours in advance.
- 4) Explained to the Committee public input procedures (F.S. 286.0114).
- 5) Asked all attendees to sign the sign-in sheet.
- 6) He reminded the Committee that they would be required to return their copies of the Proposals along with any notes made regarding the Proposals.
- 7) He asked the committee members if they were prepared to approve the minutes from the second meeting. Discussion ensued. Edits were requested by the Committee.

Brian Ferrier advised each presenter that they would be given thirty (30) minutes for a presentation followed by a forty-fifteen (45) minute question and answer period.

Presentation Schedule of Firms:

PROPOSER	TIME
AvMed, Inc.	9:00 a.m. until 10:15 a.m.
Break	10:15 a.m. until 10:30 a.m.
Cigna Health and Life Insurance Company	10:30 a.m. until 11:45 a.m.
Lunch Break	12:00 p.m. until 12:55 p.m.
Continental Benefits, LLC	1:00 p.m. until 2:15 p.m.
Break	2:15 p.m. until 2:30 p.m.
UnitedHealthcare Services, Inc.	2:30 p.m. until 3:45 p.m.

A twenty-six (26) minute break was taken. The meeting reconvened at 4:11 p.m.

Actions/Discussion/Motions:

The Committee discussed the presentations and proposals. Discussion ensued.

A motion was made by Deborah Girard, seconded by Kevin Edmonds, to accept the minutes of the 2nd Committee Meeting on February 2, 2016 as edited by the Committee. Discussion ensued. Motion carried unanimously.

A motion was made by Deborah Girard, seconded by Kevin Edmonds, to review, score, and rank each of firms Proposals. Discussion ensued. Motion carried unanimously.

Committee members individually scored. The resulting Final Ranking is as follows:

- 1) UnitedHealthcare Services, Inc.
- 2) Cigna Health and Life Insurance Company
- 3) AvMed, Inc.
- 4) Continental Benefits, LLC

A motion was made by Denise Aldridge, seconded by Kevin Edmonds, to accept the ranking and evaluation of the Proposals, and recommend to City Council that the Chief Procurement Officer negotiate a contract with the top ranked firm until successful, and if unsuccessful,

negotiate with the next ranked firm until successful. Discussion ensued. The motion passed unanimously.

Ana Palenzuela adjourned the meeting at 4:38 p.m.

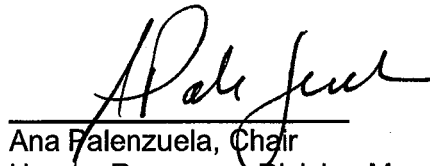
These minutes are considered to be the official minutes of the RFP16-0077 Advisory Committee Meeting held on Monday, February 8, 2016 and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Brian Ferrier, CPPO
Senior Purchasing Agent

Reviewed and Accepted by:



Ana Palenzuela, Chair
Human Resources Division Manager