



# CITY OF ORLANDO

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July 7, 2016

## MEMORANDUM

TO: David Billingsley, Chief Procurement Officer

FROM: Brian Ferrier, Senior Purchasing Agent

SUBJECT: RFP16-0218, Dental Insurance Plan

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of Wednesday, June 1, 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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**1st ADVISORY COMMITTEE MEETING MINUTES**  
**RFP16-0218 – Dental Insurance Plan**  
**June 1, 2016 @ 10:00 a.m.**  
**City Hall - 4th Floor Barracuda Conference Room**

**VOTING PROPOSAL ADVISORY COMMITTEE MEMBERS PRESENT:**

- Jessica Mason, Health Services Financial Manager (Chair)
- Fazal Ibrahim, Benefits and Compensation Analyst Sr.
- Denise Aldridge, Workday Administrator, Business and Financial Services
- Cynthia Merrithew, Employee Benefits Supervisor, Human Resources Division
- Joseph Hinely, Fleet and Facilities Assistant Division Manager

**TECHNICAL ADVISORS TO THE PROPOSAL ADVISORY COMMITTEE:**

- Janice S. Bush, RobinsonBush Benefits Consultants

**PROCUREMENT REPRESENTATIVE:**

- Brian Ferrier, Senior Purchasing Agent (Facilitator)

**OTHERS PRESENT:**

- None

**Brian Ferrier, Senior Purchasing Agent (Facilitator):**

- The Facilitator introduced himself.
- He called the Meeting to Order at 10:05 a.m.
- He announced the meeting will be recorded and will become a public record.
- He announced the date, time, location and purpose of the meeting.
- He announced this meeting was publicly posted more than 48 hours in advance.
- He briefly discussed public input (F.S. 286.0114). He announced that public visitors may listen and provide input, not question or answer session.
- He provided the Committee with an overview of Florida's Sunshine Law, Public Records Act and City Policy and Procedure, as related to the Advisory Committee Meetings.
- He asked all attendees to sign the sign-in sheet.
- He turned the meeting over to the chairperson.

**Jessica Mason, Health Services Financial Manager (Chair):**

- She introduced herself as chairperson for Proposal Advisory Committee.
- She advised the Committee that a quorum had been established.
- She had all Committee members and others introduce themselves.
- She announced that the Advisory Committee will follow Robert's Rules of Order.
- She asked Jan Bush to describe her role as City's Benefits Consultants and her role in the RFP process.

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- General discussion took place.
- She turned the meeting over to Facilitator.

**Brian Ferrier, Senior Purchasing Agent (Facilitator):**

- The Facilitator briefly discussed City Policy & Procedure 121.1 – Organization & Policy / Meetings, City Policy & Procedure 133.1
- He explained proposal copies are to be returned once the committee adjourns. Any marks, comments, etc. on the proposal copies become public record.
- He stated all discussion must be factual and all information based on submittals.
- He explained committee members must keep proposals confidential and protected for 30 days after opening. None of the proposal submittal includes confidential information.
- He stated that the Committee is to review each proposal for compliance with minimum mandatory qualifications in the Solicitation document.
- He reviewed the RFP and Addendums. He 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 explained that MBE, WBE, and VBE participation would not be evaluated on this RFP per City code.
- He provided the Committee with an overview of the rules of Committee.
- He asked the committee to assign a Committee member to evaluate and report on references.
- General discussion took place.

There was a motion to assign Janice Bush (Technical Advisor) the task of checking Proposer references and to report to the committee at the next meeting. The motion was made by Jessica Mason (Chair), seconded by Denise Aldridge, Workday Administrator, all committee members in favor and motion passed.

- The Facilitator asked the committee if they would need additional financial information for each Proposer. He stated 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.
- General discussion took place.

There was a motion to assign Janice Bush (Technical Advisor) the task of verifying licensure as required by the State of Florida for insurance companies doing business in the State. The motion was made by Joseph Hinely, Fleet and Facilities Assistant Division Manager, seconded by Cynthia



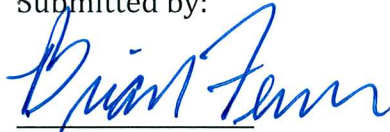
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Merrithew, Employee Benefits Supervisor, all committee members in favor and motion passed.

- The Facilitator Announced the names of the six (6) Proposers:
  - 1) Aetna Life Insurance Company
  - 2) Cigna
  - 3) Delta Dental Insurance Company
  - 4) Humana
  - 5) Metropolitan Life Insurance Company
  - 6) Solstice Benefits, Inc.
- The Facilitator stated copies of the proposals would be distributed after the meeting adjourns.
- The Facilitator then turned the meeting over to the Committee Chair.
- General discussion took place concerning upcoming committee meetings and expectation of next meeting set for June 16 or 17, 2016.
- The Chairperson adjourned the meeting at 10:27 a.m.

These minutes are considered to be the official minutes of the **RFP16-0218 – Dental Insurance Plan**, Committee Meeting held on **May 31, 2016**, and no other notes, tapes, or other recordings taken by anyone take precedence.

Submitted by:



Brian Ferrier  
Senior Purchasing Agent  
(Facilitator)

Review and Accepted by:



Jessica Mason  
Health Services Financial Manager  
Committee (Chair)