



CITY OF ORLANDO

July 11, 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 Thursday, June 30, 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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THIRD ADVISORY COMMITTEE MEETING AGENDA
RFP16-0218
DENTAL INSURANCE PLAN
JUNE 30, 2016, 8:00 A.M.
ORLANDO CITY HALL, FOURTH FLOOR, BARRICUDA CONFERENCE ROOM
400 SOUTH ORANGE AVENUE, ORLANDO, FL 32801

Third Meeting of the Advisory Committee to discuss proposals submitted in response to RFP16-0218.

Voting Proposal Advisory Committee Members Present:

Jessica Mason, Health Services Financial Manager, Human Resources Division (Chair)
Fazal Ibrahim, Senior Benefits and Compensation Analyst
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

Other Staff Present:

Brian Ferrier, Senior Purchasing Agent (Facilitator)
Jennifer Rosario, Staff Assistant

Others Present:

Scott Chapman, Delta Dental
Jose Fernandez, Florida Compass Group
Kelly Reabe, Cigna

Public individuals were present. The Facilitator discussed procedure for public input at RFP Committee Meetings (F.S. 286.0114).

Facilitator:

- The Facilitator introduced himself
- He called Meeting to Order at 8:12 a.m.
- He announced the meeting will be recorded and will be public record.
- He stated the date, time and purpose of the meeting.
- He stated the meeting was publicly posted more than 48 hours in advance on the City Meeting Calendar.
- He asked all attendees to sign the sign-in sheet.
- He reminded the Committee that all discussion must be factual and information based on submittals.
- He stated each Committee member must independently evaluate each proposal using the evaluation criteria in the solicitation.
- He asked the committee members to approve the minutes from the Second Committee Meeting.

A motion was made by Joseph Hinely to accept the minutes as amended by the Committee for the Second Committee meeting. The motion was seconded by Denise Aldridge. Discussion ensued. The motion was unanimously carried.

Chair:

- Introduced herself as chairperson for Proposal Advisory Committee.
- She advised the Committee that a quorum is established.
- She reminded the Advisory Committee will follow Robert's Rules of Order.
- Lead discussion on Proposals and have Jan Bush answer questions from Committee members regarding the side-by-side Proposer's worksheets
- General Discussion regarding the evaluation factors of the RFP.
- Jan Bush from RobinsonBush (Technical Advisor) led the discussion of side-by-side Dental Insurance Proposal Worksheet. Each of the evaluation criteria sections of the RFP was discussed. After each section Committee members individually reviewed the section and made notes as related to the evaluation criteria set forth in the RFP. Brief public input was given by Scott Chapman (Delta) and Kelly Reabe' (Cigna).
- The Chairperson asked the Committee to discuss if presentations would be necessary. Discussion ensued.

A motion was made by Denise Aldridge to waive presentations, and to move forward with the scoring and ranking of the proposals. The motion was seconded by Jessica Mason. Discussion ensued. The motion was unanimously carried.

A motion was made by Jessica Mason to complete the scoring and ranking of the proposals at this meeting. The motion was seconded by Joseph Hinely. Discussion ensued. The motion was unanimously carried.

- The chairperson turned the meeting over to the Facilitator

Facilitator:

- He reminded the committee members that proposal copies, side-by-side worksheets, and notes are to be returned once the committee adjourns.
- He reminded the committee to evaluate proposals according to evaluation factors published in the solicitation.
- He reminded the committee that each committee member must independently evaluate each proposal and not to enter discussion with others.
- After review and discussion, Facilitator distributed the Proposal Evaluation Forms to each of the voting members to complete individually. Results were tabulated on a ranking form by Facilitator.

- The facilitator announced the ranking as follows:

RANK	FIRM
1	Delta Insurance Company
2	Cigna
3	Metropolitan Life Insurance Company
4	Solstice Benefits, Inc
5	Humana
6	Aetna Life Insurance Company

- Facilitator then turned the meeting over to the Committee Chair.

Chair:

A motion was made by Jessica Mason to accept the ranking of the proposals and recommend to the City Council that the Chief Procurement Officer negotiate a contract with the Proposers in ranked order, for one contract, until successful. The motion was seconded by Denise Aldridge. Discussion ensued. The motion was unanimously carried.

- The Chairperson adjourned the meeting at 12:35 p.m.

These minutes are considered to be the official minutes of the **RFP16-0218 – Dental Insurance Plan**, Committee Meeting held on **June 30, 2016**, and no other notes, tapes, or other recordings taken by anyone take precedence.

Submitted by:



Brian Ferrier
Senior Purchasing Agent
Committee (Facilitator)

Review and Accepted by:

 7/8/16

Jessica Mason
Health Services Financial Manager
Committee (Chair)