




February 13, 2017

MEMORANDUM

TO: Brian Ferrier, Senior Purchasing Agent 
FROM: Ana Palenzuela, Director of Human Resources
SUBJECT: Request for One-Year Extension of RobinsonBush, Inc. Healthcare and Benefits Consultant Contract

The contract with RobinsonBush for Healthcare and Benefits Consulting Services expires on May 10, 2017. The Human Resources Division is requesting approval to extend the current contract for one (1) additional year as there are several projects currently in process or about to commence.

In the coming months, the City will issue a Request for Proposals for Life and Disability Insurance Services for a contract effective January 1, 2018. Life and disability insurance is highly utilized by City employees. The City relies heavily on the expertise of the Benefits Consultant to assist in the development of the Request for Proposals, present the proposals to the Advisory Committee, and facilitate the implementation process with the selected carrier.

RobinsonBush has extensive background in the City's Life and Disability benefit and was instrumental in transitioning the self-administered Long Term Disability plan to a fully-insured benefit in 2014. This experience will be imperative in this year's selection and implementation process.

Attached please see the renewal letter from RobinsonBush, which includes a proposed rate increase of 2.1% based on the Consumer Price Index. All other terms of the current RobinsonBush contract for Healthcare and Benefits Consultant Services (RFP12-0115) will remain unchanged.

RECOMMENDATION: Extend the current Healthcare and Benefits Consultant Services contract for one (1) additional year, through May 10, 2018.

Please do not hesitate to contact me at extension 2058 if you have any questions or need additional information regarding this request.

HUMAN RESOURCES

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