



**MEMORANDUM**

April 10, 2018

**TO:** David Billingsley, Chief Procurement Officer  
Procurement and Contracts Division

**THRU:** Teddi McCorkle, C.P.M., CPPB, Assistant Chief Procurement Officer  
Procurement and Contracts Division

**FROM:** Brian Ferrier, CPPO, Senior Purchasing Agent  
Procurement and Contracts Division

**SUBJECT: HEALTH CARE AND BENEFITS CONSULTANT (RFP18-0197)**  
**Final Advisory Committee Meeting Minutes, Scoring and Ranking Approval**

The Advisory Committee for the Health Care and Benefits Consultant Services (RFP18-0197) convened on Friday, April 6, 2018.

Attached for your review are the minutes from the final Advisory Committee meeting.

As a result of the review of proposals independent scoring by Committee members, the Advisory Committee's ranking of Proposing Firms is as follows:

- 1) RobinsonBush, Inc.
- 2) First Florida Insurance Brokers (FFIB)
- 3) BT&T Insurance Services, Inc.

If approved, I will prepare the City Council agenda item for the May 7, 2018 City Council Meeting requesting approval of the above rankings to provide Health Care and Benefits Consultant Services.

Sincerely,

  
Brian Ferrier, CPPO, Senior Purchasing Agent

Enc: Final Selection Meeting Minutes

**PROCUREMENT AND CONTRACTS**

CITY HALL • 400 SOUTH ORANGE AVENUE • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990  
PHONE 407-246-2291 • FAX 407-246-2869 • <http://www.CityofOrlando.net>



**1st ADVISORY COMMITTEE MEETING MINUTES**  
**RFP18-0197**  
**HEALTH CARE AND BENEFITS CONSULTANT**  
**APRIL 6, 2018 AT 9:30 A.M.**  
**CITY HALL – 4<sup>TH</sup> FLOOR, DOLPHIN CONFERENCE ROOM**

The 1<sup>st</sup> Advisory Committee (Committee) for the above solicitation convened on April 6, 2018, in the Dolphin Conference Room, City Hall. The purpose of this meeting was to review the responsive proposals in response to RFP18-0197 including the Proposal Worksheet side-by-side comparisons including references, and to review, score, and rank each of those firm's proposals.

**COMMITTEE MEMBERS PRESENT:**

Antonio (Tony) Blanca, Compensation & Benefits Manager – Human Resources Division (Chair)  
Cynthia Merrithew, Employee Benefits Supervisor – Human Resources Division  
Deborah Girard, Deputy Chief Admin Officer  
Rodney Williams, Recreation Division Manager - Families Parks and Recreation  
Ana Palenzuela, Human Resources Director

**TECHINICAL ADVISORS PRESENT**

Jessica Jones Mason, Health Services Financial Manager – Human Resources Division

**PROCUREMENT & OTHER CITY REPRESENTATIVES:**

Brian Ferrier, Senior Purchasing Agent (Facilitator)  
Dawn Chin Shue, Contract Compliance Investigator, MBE Division

**Actions/Discussion/Motions:**

Brian Ferrier, Facilitator, introduced himself and took the following actions:

1. Called the meeting to order at 9:41 a.m.
2. Reminded everyone that the meeting is being recorded.
3. Had all Committee members and others present introduce themselves.
4. Advised that the Committee was approved and ethics forms were received.
5. Advised the Committee that a quorum was established.
6. Announced that the meeting was publicly posted for more than 48 hours in advance.
7. Asked all attendees to sign the sign-in sheet.
8. Facilitator reviewed Advisory Committee Rules.
9. Reviewed Public Input Procedures - Explained that, though **no** public representatives were present, policy requires that public input be allowed prior to each vote on non-ministerial motions.

A motion was made by Ana Palenzuela, and seconded by Rodney Williams, to accept the Public Input Procedures. The motion carried unanimously.

Brian Ferrier indicated that a copy of the solicitation, addenda, proposals, and proposal worksheets including references were distributed to the Committee.



## **DISCUSSION AND MOTIONS:**

Jessica Mason described the role of the Health Care and Benefits Consultant to the Committee.

Dawn Chin Shue briefly discussed the MBE/WBE portion of the proposals. She indicated that there was no opportunity for MBE/WBE participation in this solicitation.

Brian Ferrier briefly discussed the VBE portion of the proposals. He indicated that there was no opportunity for VBE participation in this solicitation.

Brian Ferrier gave the Committee an overview of the options to short-list proposers, potential presentations, time allotted for each presenter and any specific agenda expected from the presenters. General discussion ensued.

The Committee indicated they would first like Jessica Mason to review the Proposer's worksheet side-by-side comparisons with the committee. Jessica Mason proceeded with the review of the Proposer's worksheet side-by-side comparison. General discussion ensued.

A motion was made by Deborah Girard, and seconded by Ana Palenzuela, not to Short List the Proposers. The motion carried unanimously.

A motion was made by Ana Palenzuela, and seconded by Rodney Williams, to not schedule Proposer presentations. The motion carried unanimously.

A motion was made by Ana Palenzuela, and seconded by Rodney Williams, to not to run D& B Financial Reports because Committee determined that D & B Reports were not necessary for this solicitation. The motion carried unanimously.

A motion was made by Rodney Williams, and seconded by Ana Palenzuela, to Score and Rank the Proposals. The motion carried unanimously.

Brian Ferrier distributed the Proposal Evaluation forms to the Committee members. He explained the Scoring and Ranking process to the Committee. The Committee members scored and ranked the Proposals independently. Scoring and Ranking forms were tallied by Brian Ferrier.

The resulting Final Ranking is as follows:

- 1) RobinsonBush, Inc.
- 2) First Florida Insurance Brokers (FFIB)
- 3) BT&T Insurance Services, Inc.

A motion was made by Tony Blanca and seconded by Ana Palenzuela to accept the ranking and evaluations of the proposals, and recommend to City Council that the Chief Procurement Officer negotiate and execute a contract with the top ranked proposer RobinsonBush, Inc.

Antonio Blanca, Advisory Committee Chair, adjourned the meeting at 12:02 p.m.

These minutes are considered to be the official minutes of the RFP18-0197 Advisory Committee Meeting held on April 6, 2018, and no other notes, tapes, or other recordings taken by anyone takes precedence.

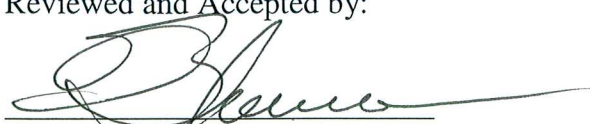
Note: One of the Committee members Proposal Evaluation form had a math error on the total score. However, correction of the error does not change the end result of the Committee's ranking and recommendation.

Submitted by:



Brian Ferrier, CPPO (Facilitator)  
Senior Purchasing Agent  
Procurement & Contracts Division

Reviewed and Accepted by:

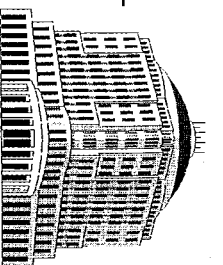


Antonio Blanca (Chair)  
Compensation & Benefits Manager  
Human Resources Division

Attachment: Sign-in Sheet  
Public Input Procedures  
Committee Rules

# CITY OF ORLANDO

## PROCUREMENT AND CONTRACTS DIVISION 1<sup>st</sup> COMMITTEE MEETING SIGN IN SHEET



Date: 04/06/18

Time: 10:00 am

Bid Number: RFP18-0197

Location: 400 S. Orange Avenue, 4<sup>th</sup> Floor, Dolphin Room,  
Orlando, FL 32802

Title: HEALTHCARE AND BENEFITS CONSULTING SERVICES

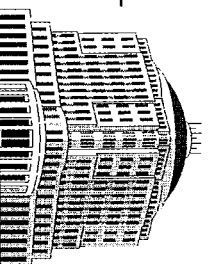
COMPANY NAME & ADDRESS DEFINITION: FIRM	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: <u>IMPORTANT</u> (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue 4 <sup>th</sup> Floor Orlando, Florida 32801	Brian Ferrier, Senior Purchasing Agent	<u>Brian.Ferrier@cityoforlando.net</u>	(407) 246-3632	(407) 246-2869
MAE + Blueprint Division	Dawn Citio Stue Dawn de Blue			
Confession V Isaac - AR	Tony Blacca			
EXO/HR	Ann Balencusca Anne J		#2058	
EXO/HR Benefits	Cynthia J. Merrithew Cynthia J Merrithew	Cynthia.Merrithew@ cityoforlando.net	407-246 2157	407 246-2512

### PROCUREMENT AND CONTRACTS DIVISION

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# CITY OF ORLANDO

## PROCUREMENT AND CONTRACTS DIVISION 1<sup>st</sup> COMMITTEE MEETING SIGN IN SHEET



Date: 04/06/18

Time: 10:00 am

Bid Number: RFP18-0197

Location: 400 S. Orange Avenue, 4<sup>th</sup> Floor, Dolphin Room,  
Orlando, FL 32802

### Title: HEALTHCARE AND BENEFITS CONSULTING SERVICES

COMPANY NAME & ADDRESS (PLEASE PRINT LEGIBLY)	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLY YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS (IMPORTANT DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue 4 <sup>th</sup> Floor Orlando, Florida 32801	Brian Ferrier, Senior Purchasing Agent	<u>Brian.Ferrier@cityoforlando.net</u>	(407) 246-3632	(407) 246-2869
FR - REC	Rodney I. Williams <i>[Signature]</i>	rodney.williams@cityof orlando.net	4309	
CAD	Deborah Girard <i>[Signature]</i>		2237	
HR	Jessica Mason <i>[Signature]</i>		3969	

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## Advisory Committee Proposor Ranking

PROPOSER	Antonio Blanca (Chair), Compensation & Benefits Manager	Ana Palenzuela, Human Resources Director	Cynthia Merrithew, Employee Benefits Supervisor	Deborah Girard, Deputy Chief Administrative Officer	Rodney Williams, Recreation Division Manager	Total	Ranking
BB&T Insurance Services, Inc.	3	3	3	3	3	15	3
First Florida Insurance Brokers	2	2	2	2	2	10	2
RobinsonBush, Inc.	1	1	1	1	1	5	1
						0	
						0	



## PROPOSAL EVALUATION FORM

NO	FACTOR	POSSIBLE POINTS	B&A	First Florida Insurance Brokers	Robinson Bush
1	General and Administrative	15	12	12	14
2	Benefit Solicitation and Contract Negotiation	15	13	13	15
3	Self-Funded Health Plan Consulting Services	20	15	14	20
4	Group Insurance Plans and Other Employee Benefit Consulting Services	15	12	12	15
5	Price Proposal.	28	27	28	26
6	Minority and Woman-Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	5	0	0	0
7	Veteran Business Enterprise participation in subcontracts	2	0	0	0
TOTAL POSSIBLE POINTS		100	79	81	80
RANKING BASED ON ABOVE POINTS* (#1 is the highest point value; #2 is the next highest point value, etc.)			3	2	1

DATE: 4/6/18 EVALUATOR: Tony Bucca OF City of Orlando - HR

(print name)

(print name of organization)

SIGNATURE: \_\_\_\_\_

\* Each Advisory Committee member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the Proposer with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Proposers' total scores from each member will be added and compared. The Proposer with the highest point total will be ranked highest of the tied Proposers.



## PROPOSAL EVALUATION FORM

NO.	FACTOR	POSSIBLE POINTS	BR&T	First Florida Insurance Brokers	Robinson Bush
1	General and Administrative	15	10	6	15
2	Benefit Solicitation and Contract Negotiation	15	8	8	15
3	Self-Funded Health Plan Consulting Services	20	10	13	20
4	Group Insurance Plans and Other Employee Benefit Consulting Services	15	8	10	15
5	Price Proposal.	28	27	28	24
6	Minority and Woman-Owned Business Enterprise – The degree of participation by City certified or recognized M/WBE in subcontracts	5	0	0	0
7	Veteran Business Enterprise participation in subcontracts	2	0	0	0
TOTAL POINT VALUE		100	63	55	74
RANKING BASED ON ABOVE POINTS * (#1 reflects the highest point value; #2 is the next highest point value, etc.)					
			3	2	1

DATE: 4/6/18 EVALUATOR: AOA Patrice A. OF 6177 OF 02/10/20

SIGNATURE: Patrice A. AOA (print name)

(print name of organization)

\* Each Advisory Committee member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the Proposer with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Proposers' total scores from each member will be added and compared. The Proposer with the highest point total will be ranked highest of the tied Proposers.



## PROPOSAL EVALUATION FORM

NO.	FACTOR	POSSIBLE POINTS	BR&I	First Florida Insurance Brokers	RobinsonBash
1	General and Administrative	15	10	11	15
2	Benefit Solicitation and Contract Negotiation	15	13	13	15
3	Self-Funded Health Plan Consulting Services	20	13	15	20
4	Group Insurance Plans and Other Employee Benefit Consulting Services	15	13	14	14
5	Price Proposal.	28	27	28	26
6	Minority and Woman-Owned Business Enterprise -- The degree of participation by City certified or recognized M/WBE in subcontracts	5	0	0	0
7	Veteran Business Enterprise participation in subcontracts	2	0	0	0
TOTAL POINT VALUE		100	76	81	90
RANKING BASED ON ABOVE POINTS * (#1 reflects the highest point value; #2 is the next highest point value; etc.)					
			3	2	1

DATE: 4/6/2018 EVALUATOR: CYNTHIA J. MERLITHEW OF CITY OF ORLANDO

(print name)

(print name of organization)

SIGNATURE: Cynthia J. Merlithew

\* Each Advisory Committee member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the Proposer with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Proposers' total scores from each member will be added and compared. The Proposer with the highest point total will be ranked highest of the tied Proposers.



## PROPOSAL EVALUATION FORM

NO.	FACTOR	POSSIBLE POINTS	BR&T	First Florida Insurance Brokers	Robinson Bush
1	General and Administrative	15	10	10	15
2	Benefit Solicitation and Contract Negotiation	15	13	14	15
3	Self-Funded Health Plan Consulting Services	20	17	18	20
4	Group Insurance Plans and Other Employee Benefit Consulting Services	15	14	15	15
5	Price Proposal.	28	21	20	19
6	Minority and Woman-Owned Business Enterprise – The degree of participation by City certified or recognized M/WBE in subcontracts	5	0	0	0
7	Veteran Business Enterprise participation in subcontracts	2	0	0	0
TOTAL POINT VALUE		100	75	77	84
RANKING BASED ON ABOVE POINTS *			75 (3)	77 (2)	84 (1)
( #1 reflects the highest point value; #2 is the next highest point value; etc.)					

DATE: 5/6/18 EVALUATOR: Deborah Givard OF City of Orlando  
 (print name) (print name of organization)

SIGNATURE: [Signature]

\* Each Advisory Committee member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the Proposer with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Proposers' total scores from each member will be added and compared. The Proposer with the highest point total will be ranked highest of the tied Proposers.



## PROPOSAL EVALUATION FORM

NO.	FACTOR	POSSIBLE POINTS	BB&T	First Florida Insurance Brokers	Robinson Bush
1	General and Administrative	15	5	3	15
2	Benefit Solicitation and Contract Negotiation	15	7	8	15
3	Self-Funded Health Plan Consulting Services	20	11	9	18
4	Group Insurance Plans and Other Employee Benefit Consulting Services	15	11	10	15
5	Price Proposal.	28	20	27	26
6	Minority and Woman-Owned Business Enterprise - The degree of participation by City certified or recognized M/W/BE in subcontracts	5	0	0	0
7	Veteran Business Enterprise participation in subcontracts	2	0	0	0
TOTAL POINT VALUE		100	54	57	89
RANKING BASED ON ABOVE POINTS* (#1 reflects the highest point value; #2 is the next highest point value; etc.)			3	2	1

DATE: 4/6/18 EVALUATOR: ROBERT I. WILLIAMS OF FPR-DEPT  
 (print name) (print name of organization)

SIGNATURE: [Signature]

\* Each Advisory Committee member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the Proposer with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Proposers' total scores from each member will be added and compared. The Proposer with the highest point total will be ranked highest of the tied Proposers.