

CITY OF RIVIERA BEACH CITY COUNCIL

AGENDA ITEM SUMMARY

MEETING DATE: December 7, 2011

AGENDA ITEM SUMMARY NO. H11-121-2

- AWARDS/ PRESENTATIONS / PETITIONS
- CONSENT
- PUBLIC HEARING
- ORDINANCE ON SECOND READING
- ORDINANCE ON FIRST HEARING

- REGULAR
- RESOLUTION
- DISCUSSION & DELIBERATION
- BOARD APPOINTMENT
- WORKSHOP

TITLE/SUBJECT: AUTHORIZATION TO NEGOTIATE A CONTRACT FOR PROFESSIONAL SERVICES TO PROVIDE BENEFIT CONSULTING FOR EMPLOYEE GROUP INSURANCES.

RECOMMENDATION / MOTION: The City Council authorizes staff to negotiate professional services contract with the first (1st) ranked firm, McKinley Insurance Services, Inc., of Fort Lauderdale, Florida to serve as the Agent of Record for the City's group insurance plans.

INTER-DEPARTMENTAL REVIEW & DATE

<ul style="list-style-type: none"> • City Manager • City Attorney <i>PAR 12/1/11</i> • City Clerk <i>CA</i> 	<ul style="list-style-type: none"> Library Marina Police
<p>Community Development</p> <ul style="list-style-type: none"> • Finance <i>BAH</i> 	<p>Public Works</p> <ul style="list-style-type: none"> • Purchasing <i>BAH</i>
<p>Fire</p> <ul style="list-style-type: none"> • Human Resources <i>DP 11/30/11</i> 	<p>Recreation & Parks</p> <p>Utilities</p>
<p>Information Technology</p>	<p>Other / RISK <i>MB 11/30/11</i></p>

APPROVED BY CITY MANAGER: *Paul P. Jones*

DATE: 12-1-11

<p>Originating Dept. <i>BAH</i></p> <p>Purchasing Department</p> <p>User Dept.</p> <p>Human Resources</p> <p>Advertised: Date: September 25, 2011 <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required</p> <p>Affected Parties <input checked="" type="checkbox"/> Notified <input type="checkbox"/> Not Required</p>	<p>Costs: TBD</p> <p>Current FY: 2011/2012</p> <p>Funding Source:</p> <p><input type="checkbox"/> OPERATING:</p> <p><input type="checkbox"/> CAPITAL</p>	<p>City Council Actions:</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/conditions</p> <p><input type="checkbox"/> Denied _____</p> <p><input type="checkbox"/> Tabled to _____</p> <p><input type="checkbox"/> Referred to Staff _____</p> <p>Attachments:</p> <p>1) Resolution</p> <p>2) Recommendation</p> <p>3) Written and Oral Tabulation Sheet</p>
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BACKGROUND/SUMMARY:

In accordance with the City of Riviera Beach Procurement Code (Ordinance 2412) a Request for Qualifications (RFQ) was advertised in the "Legal Notices" section of the Palm Beach Post on September 25, 2011 to solicit qualified professional firms to provide benefit consulting services for its employee group insurance plans.

To provide additional exposure and to ensure maximum competition for the project, it was also advertised on the City's internet web-page on September 26, 2011.

Item No. 9

Three (3) firms responded to the City's RFQ. Submittals were publicly opened and announced on Friday, October 14, 2011 at 3:00 p.m. in the Council Chambers.

On Tuesday, November 8, 2011 at 2:00 p.m., an evaluation committee consisting of the Human Resources Director, Risk Manager, Purchasing Director, Interim Finance Director and Interim Deputy Assistant City Manager convened to review and discuss the responses to the City's RFQ for agent of record for employee group insurance plans.

Consistent with the term and conditions established in the City's public solicitation, firms were evaluated and ranked based on the criteria outlined in the "**Evaluation**" section of the RFQ which included the following considerations:

1. QUALITY AND EXTENT OF FIRM'S EXPERIENCE WORKING WITH PUBLIC SECTOR CLIENTELE.

2. EDUCATION AND QUALITY OF EXPERIENCE OF TEAM MEMBERS TO BE ASSIGNED TO PERFORM REQUIRED WORK.

3. PREVIOUS EXPERIENCE IN ANALYZING AND NEGOTIATING INSURANCE RATES FOR PUBLIC SECTOR CLIENTELE.

4. M/WBE PARTICIPATION (% OF COMPANY OWNED BY MINORITY)

5. BONUS POINTS (LOCAL)

6. NUMBER OF PROJECTS PERFORMED BY FIRM THAT PROVIDED EFFECTIVE COST SAVING AND IMPROVED QUALITY OF BENEFITS.

After committee members had an opportunity to review each of the three (3) responses received, the committee met and discussed the particulars of each. The committee members collectively shared comments and observations and subsequently scored each response in accordance with their understanding of the established evaluation criteria.

The committee met again on Wednesday, November 9, 2011 to evaluate oral presentations by the three (3) firms invited to present. Each firm gave oral presentations before the committee to discuss their experience, qualifications, approach and understanding of the services requested by the City.

Committee members evaluated each oral presentation and scored each according to **interaction, presentation, and ability to communicate technical information.**

Finally, total average scores for both written proposals and oral presentations were averaged and tallied (Please see attached summary of scores). Accordingly, the committee ranks the short-listed firms as follows:

FIRM	RANKING	TOTAL AVERAGE SCORE (Including oral presentations)
McKinley Insurance Services, Inc.	1	119.6
Gerhring Group	2	114.4
Gallagher Benefit Services, Inc.	3	102

In addition, McKinley Insurance Services, Inc., is a certified Minority Business Enterprise and was the only one of the three (3) respondents to satisfy the City's 15% MBE Participation Goal. Please refer to matrix below for MBE participation.

FIRM	MBE percentage (%)
McKinley Insurance Services, Inc.	MBE 100%
Gallagher Benefit Services, Inc.	2%
Gerhring Group	0%

The service team proposed by McKinley Insurance Services has more than 129 years of combined experience providing insurance solutions. Previously, the firm has successfully provided an array of direct client and employee services including **open enrollment support, new hire orientation and the introduction of a customized employee prescription drug program with over 300 drugs for \$3.50 and a 90-day supply option which offers substantial savings to employees compared to 30 day refills.**

More importantly, McKinley has been very successful in negotiating favorable contract and renewal terms and pricing for the City's health insurance. The firm's aggressive negotiation efforts and plan modification recommendations has helped the City to consistently realize excellent below market increases which have saved approximately **\$2,000,000** since 2007.

These efforts have included the following:

Year	Company	Savings
2007	Humana	8% increase vs. Market 14%
2008	Cigna	442,000.00 vs. 2007 Premium
2009	Cigna	Negotiated Premium from 9.7% to 7% well below Market
2010	Coventry	Plan modifications & aggressive negotiations saved \$1,000,000 vs. 2009 premium
2011	Coventry	Negotiated a 2.5% renewal vs. market average of 10%- 11%

Accordingly, and consistent with the terms and conditions of the City's public solicitation, staff requests authorization from the City Council to begin negotiations with the top ranked firm, McKinley Insurance Services, Inc. of Fort Lauderdale, FL, to serve as the Agent of Record for the City's group insurance plans.

EXHIBIT A-1

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2012	2013	2014	2015	2016
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>NA</u>	_____	_____	_____	_____
Program Income (City)	<u>NA</u>	_____	_____	_____	_____
In-Kind Match (City)	<u>NA</u>	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$0</u>	_____	_____	_____	_____

NO. ADDITIONAL FTE POSITIONS (Cumulative) N/A _____

Is Item Included In Current Budget? Yes XX No. __
 Budget Account No.: Fund Dept/Division Org. Object
 Budget Account No.: Fund Dept/Division Org. Object

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS

A. Finance Department and/or Purchasing/Intergovernmental Relations/Grants Comments:

Karen H. [Signature]
 Finance Department Purchasing and Grants

B. Other Department Review:

 Department Director

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, ACCEPTING THE RECOMMENDATION OF AND AUTHORIZING STAFF TO NEGOTIATE A PROFESSIONAL SERVICES CONTRACT WITH THE NUMBER ONE (1) RANKED FIRM, MCKINLEY INSURANCE SERVICES, INC. OF FORT LAUDERDALE, FLORIDA TO SERVE AS THE AGENT OF RECORD FOR THE CITY'S GROUP INSURANCE PLANS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in accordance with the provisions of the City's Procurement Ordinance (2412), staff solicited Request for Qualifications for agent of record for employee group insurance plans; and

WHEREAS, three (3) firms responded to Request for Qualifications No. 339-11, and the selection committee evaluated written responses and oral presentations from the three (3) firms; and

WHEREAS, McKinley Insurance Services, Inc., of Fort Lauderdale, Florida was ranked as the number one (1) firm to provide the services identified in the City's Request for Qualifications; and

WHEREAS, the City desires to negotiate a contract with McKinley Insurance Services, Inc., as the top ranked firm for RFQ 339-11; and

WHEREAS, should staff and McKinley Insurance Services, Inc., be unable to negotiate an amicable agreement, staff will continue to the next highest ranked firm from RFQ No. 339-11 and continue this process until an agreement is finalized.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, FLORIDA THAT:

SECTION 1. That staff is authorized to negotiate a professional services contract with McKinley Insurance Services, Inc., to provide the services identified in the City's Request for Qualifications No. 339-11; and if contract is not reached, staff is authorized to proceed with negotiating with the next highest ranked firm by the selection committee.

SECTION 2. This Resolution shall take effect upon its passage and approval by the City Council.

PASSED AND APPROVED this _____ day of _____ 2011

RESOLUTION NO. _____
PAGE 2

APPROVED:

THOMAS A. MASTERS
MAYOR

JUDY L. DAVIS
CHAIRPERSON

ATTEST:

CARRIE E. WARD
MASTER MUNICIPAL CLERK
CITY CLERK

BILLIE E. BROOKS
CHAIR PRO TEM

CEDRICK A. THOMAS
COUNCILPERSON

DAWN S. PARDO
COUNCILPERSON

SHELBY L. LOWE
COUNCILPERSON

MOTIONED BY: _____

SECONDED BY: _____

B. BROOKS _____

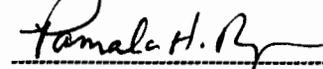
J. DAVIS _____

C. THOMAS _____

D. PARDO _____

S. LOWE _____

REVIEWED AS TO LEGAL SUFFICIENCY



PAMALA HANNA RYAN, CITY ATTORNEY

DATE: 12/1/11

TO: RUTH C. JONES, CITY MANAGER

FROM: BENJAMIN GUY, PURCHASING DIRECTOR

DATE: NOVEMBER 28, 2011

Subject: AWARD RECOMMENDATION: RFQ 339-11 AGENT OF RECORD

In accordance with the City of Riviera Beach Procurement Code (Ordinance 2412) a Request for Qualifications (RFQ) was advertised in the "Legal Notices" section of the Palm Beach Post on September 25, 2011 to solicit qualified professional firms to provide benefit consulting services for its employee group insurance plans.

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Consistent with the term and conditions established in the City's public solicitation, firms were evaluated and ranked based on the criteria outlined in the "Evaluation" section of the RFQ which included the following considerations:

-
- 1. QUALITY AND EXTENT OF FIRM'S EXPERIENCE WORKING WITH PUBLIC SECTOR CLIENTELE.**
 - 2. EDUCATION AND QUALITY OF EXPERIENCE OF TEAM MEMBERS TO BE ASSIGNED TO PERFORM REQUIRED WORK.**
 - 3. PREVIOUS EXPERIENCE IN ANALYZING AND NEGOTIATING INSURANCE RATES FOR PUBLIC SECTOR CLIENTELE.**
 - 4. M/WBE PARTICIPATION (% OF COMPANY OWNED BY MINORITY)**
 - 5. BONUS POINTS (LOCAL)**
 - 6. NUMBER OF PROJECTS PERFORMED BY FIRM THAT PROVIDED EFFECTIVE COST SAVING AND IMPROVED QUALITY OF BENEFITS.**

Committee Recommendation

RFQ No. 339-11

November 28, 2011

Page 2 of 4

After committee members had an opportunity to review each of the three (3) responses received, the committee met and discussed the particulars of each. The committee members collectively shared comments and observations and subsequently scored each response in accordance with their understanding of the established evaluation criteria.

The committee met again on Wednesday, November 9, 2011 to evaluate oral presentations by the three (3) firms invited to present. Each firm gave oral presentations before the committee to discuss their experience, qualifications, approach and understanding of the services requested by the City.

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Gallagher Benefit Services, Inc.	3	102.8

In addition, McKinley Insurance Services, Inc., is a certified Minority Business Enterprise and was the only one of the three (3) respondents to satisfy the City's 15% MBE Participation Goal. Please refer to matrix below for MBE participation.

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Gerhring group	0%

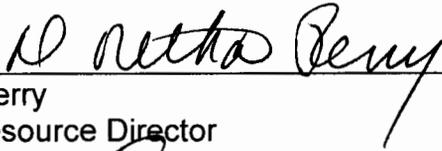
Committee Recommendation
RFQ No. 339-11
November 28, 2011
Page 3 of 4

For your records we are enclosing copies of all confirmed reference as well as all other documents used to determine the bidder's responsibility.

Accordingly, and consistent with the requirements of the solicitation it is the consensus recommendation of the evaluation committee that the top ranked McKinley Insurance Services, Inc., of Fort Lauderdale, FL, be recommended to the City Council to begin negotiation to provide professional consulting services for the City's group insurance plans.

CC: *Ruth Jones, City Manager*
Evaluation Committee Members
Purchasing File

COMMITTEE MEMBERS



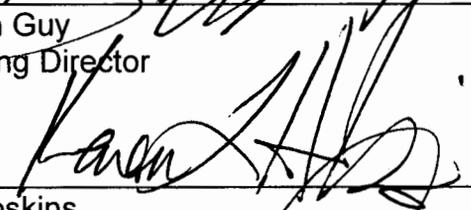
Doretha Perry
Human Resource Director



Marie Sullin
Risk Manager



Benjamin Guy
Purchasing Director



Karen Hoskins
Interim Finance Director



Danny Jones
Interim Deputy Assistant City Manager

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Fictitious Name Detail

Fictitious Name

MCKINLEY INSURANCE SERVICES

Filing Information

Registration Number	G10000087772
Status	ACTIVE
Filed Date	09/24/2010
Expiration Date	12/31/2015
Current Owners	1
County	BROWARD
Total Pages	1
Events Filed	NONE
FEI/EIN Number	NONE

Mailing Address

545 NORTH ANDREWS AVENUE
FORT LAUDERDALE, FL 33301 US

Owner Information

MCKINLEY FINANCIAL SERVICES, INC.
545 NORTH ANDREWS AVENUE
FORT LAUDERDALE, FL 33301 US
FEI/EIN Number: 65-0003614
Document Number: M57936

Document Images

09/24/2010 -- REGISTRATION

Note: This is not official record. See documents if question or conflict.

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Fictitious Name List

Fictitious Name	Address	City	State	County	Status
MCKINLEY INSURANCE SERVICES	545 NORTH ANDREWS AVENUE	FORT LAUDERDALE	FL	BROWARD	A
MCKINLEY INVESTMENTS	2946 CORAL STRIP PKWY.	GULF BREEZE	FL	SANTA ROSA	E
MCKINLEY MEDICAL DISTRIBUTIONS	4609 NW 6TH STREET	GAINESVILLE	FL	MULTIPLE	E
MCKINLEY MOTEL APARTMENTS	1815 MCKINLEY STREET	HOLLYWOOD	FL	BROWARD	E
MCKINLEY PIERRE, INC.	5050 NW 74TH AVE UNIT-C	MIAMI	FL	MIAMI-DADE	A
MCKINLEY PIERRE PRODUCTIONS	5050 NW 74TH AVE. UNIT-C	MIAMI	FL	MULTIPLE	A
MCKINLEY PROPERTY AND CASUALTY	6555 POWERLINE ROAD	FORT LAUDERDALE	FL	BROWARD	E
MCKINLEY'S HOUSE OF PRIME	5990 WINKLER RD	FT MYERS	FL	LEE	A
MCKINLEY STUDENTS AND SPORTS	6555 POWERLINE ROAD	FORT LAUDERDALE	FL	BROWARD	E
MCKINLEY'S UNIQUE FAVORS & MORE, LLC	13750 W. COLONIAL DR.	WINTER GARDEN	FL	ORANGE	A
MCKINLEY TAXIDERMY	2243 CORINTH ROAD	WESTVILLE	FL	HOLMES	A
MCKINNA YACHTS	400-B NORTH FLAGLER DR	W. PALM BEACH	FL	PALM BEACH	E
MCKINNEY BAPTIST CHURCH OF BRADFORD COUNTY	19511 NW 124 AVE	LAKE BUTLER	FL	BRADFORD	E
MCKINNEY CONCRETE DESIGN	9708 102ND ST.	LIVE OAK	FL	MULTIPLE	E
MCKINNEY CONSTRUCTION	P.O. BOX 2176	ORANGE PARK	FL	MULTIPLE	E
MCKINNEY CONVENIENT MART	2995 SNOWDROP COURT	JACKSONVILLE	FL	DUVAL	A
MCKINNEY CRETE	P O BOX 350751	PALM COAST	FL	FLAGLER	E
MCKINNEY ELECTRIC COMPANY	2865 USINA RD. EXT.	ST. AUGUSTINE	FL	ST. JOHNS	A
MCKINNEY ELECTRIC COMPANY	P.O. BOX 440696	JACKSONVILLE	FL	CLAY	E
MCKINNEY ELECTRIC & MARINE	5000-18 HWY 17 #312	ORANGE PARK	FL	CLAY	E

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RFQ #339-11 WRITTEN EVALUATION TABULATION SHEET

Member	1	2	3	4	5	Average	Member	1	2	3	4	5	Average
Number of public sector clients represented by firm within last five (5) years	25	10	24	19	19		Number of public sector clients represented by firm within last five (5) years	22	23	22	19	23	
Average years Experience of Team Members	23	25	22	20	20		Average years Experience of Team Members	23	18	23	20	20	
Number of simial work assignments	18	16	17	8	7		Number of simial work assignments	18	20	20	19	18	
M/WBE Participation	3	3	3	3	3		M/WBE Participation	15	15	15	15	15	
Bonus Points: Local	15	15	15	15	15		Bonus Points: Local	8	8	8	8	8	
Number of projects by firm that provided effective cost saving and improved quality	9	12	10	9	8		Number of projects by firm that provided effective cost saving and improved quality	12	12	12	11	13	
TOTAL	93	81	91	74	72		TOTAL	98	96	100	92	97	

Member	1	2	3	4	5	Average
Number of public sector clients represented by firm within last five (5) years	25	25	24	22	25	
Average years Experience of Team Members	23	25	22	20	19	
Number of simial work assignments	18	20	17	20	20	
M/WBE Participation	3	3	3	3	3	
Bonus Points: Local	15	15	15	15	15	
Number of projects by firm that provided effective cost saving and improved quality of benefits	9	7	10	10	9	
TOTAL	93	95	91	90	91	

						Average							Average
Member	1	2	3	4	5		Member	1	2	3	4	5	
Interacation: Among themselves	3	4	4	4	4		Interacation: Among themselves	5	4	5	5	5	
Interacation: With the selection committee	3	4	4	4	5		Interacation: With the selection committee	5	4	5	5	5	
Presentation: Relevance or Content	4	5	5	4	5		Presentation: Relevance or Content	4	5	4	5	4	
Relevance: Overall presentation ability	3	5	3	3	5		Relevance: Overall presentation ability	5	5	5	5	4	
Ability to communicate: Understand and answered our questions.	5	4	4	4	5		Ability to communicate: Understand and answered our questions.	4	5	4	5	3	
TOTAL	18	22	20	19	24		TOTAL	23	23	23	25	21	

CEHPING GROUP						Average
Member	1	2	3	4	5	
Interacation: Among themselves	5	4	4	4	5	
Interacation: With the selection committee	4	4	3	4	5	
Presentation: Relevance or Content	5	5	4	4	5	
Relevance: Overall presentation ability	5	5	5	4	5	
Ability to communicate: Understand and answered our questions.	5	5	4	4	5	
TOTAL	24	23	20	20	25	

					Written Average						Oral Average	Overall Average	
Member	1	2	3	4	5	Member	1	2	3	4	5		
Number of public sector clients represented by firm within last five (5) years	25	10	24	19	19	Interaction: Among themselves	3	4	4	4	4		
Average years Experience of Team Members	23	25	22	20	20	Interaction: With the selection committee	3	4	4	4	5		
Number of simial work assignments	18	16	17	8	7	Presentation: Relevance or Content	4	5	5	4	5		
M/WBE Participation	3	3	3	3	3	Relevance: Overall presentation ability	3	5	3	3	5		
Bonus Points: Local	15	15	15	15	15	Ability to communicate: Understand and answered questions	5	4	4	4	5		
Number of projects by firm that provided effective cost saving and improved quality of benefits	9	12	10	9	8								
TOTAL	93	81	91	74	72	TOTAL	18	22	20	19	24		

					Written Average						Oral Average	Overall Average	
Member	1	2	3	4	5	Member	1	2	3	4	5		
Number of public sector clients represented by firm within last five (5) years	22	23	22	19	23	Interaction: Among themselves	5	4	5	5	5		
Average years Experience of Team Members	23	18	23	20	20	Interaction: With the selection committee	5	4	5	5	5		
Number of simial work assignments	18	20	20	19	18	Presentation: Relevance or Content	4	5	4	5	4		
M/WBE Participation	15	15	15	15	15	Relevance: Overall presentation ability	5	5	5	5	4		
Bonus Points: Local	8	8	8	8	8	Ability to communicate: Understand and answered questions	4	5	4	5	3		
Number of projects by firm that provided effective cost saving and improved quality of benefits	12	12	12	11	13								
TOTAL	98	96	100	92	97	TOTAL	23	23	23	25	21		

					Written Average						Oral Average	Overall Average	
Member	1	2	3	4	5	Member	1	2	3	4	5		
Number of public sector clients represented by firm within last five (5) years	25	25	24	22	25	Interaction: Among themselves	5	4	4	4	5		
Average years Experience of Team Members	23	25	22	20	19	Interaction: With the selection committee	4	4	3	4	5		
Number of simial work assignments	18	20	17	20	20	Presentation: Relevance or Content	5	5	4	4	5		
M/WBE Participation	3	3	3	3	3	Relevance: Overall presentation ability	5	5	5	4	5		
Bonus Points: Local	15	15	15	15	15	Ability to communicate: Understand and answered questions	5	5	4	4	5		
Number of projects by firm that provided effective cost saving and improved quality of benefits	9	7	10	10	9								
TOTAL	93	95	91	90	91	TOTAL	24	23	20	20	25		