



Legislation Text

File #: 16-1173, **Version:** 1

Chief Administrative Office, Procurement and Contracts Division, on behalf of the Human Resources Department, Risk Management Division, recommending the Board approve the following:

- 1) Award Request for Proposal 17-961-012 to the successful proposer, Alliant Employee Benefits, a division of Alliant Insurance Services, Inc.;
- 2) Authorize Risk Management to negotiate a three (3) year Agreement with Alliant, for an amount not to exceed \$135,000; and
- 3) Authorize the Purchasing Agent to execute said Agreement, contingent upon Counsel and Risk Management review and approval and minor revisions.

FUNDING: Risk Management Internal Service Fund.

DEPARTMENT RECOMMENDATION

Chief Administrative Office, Procurement and Contracts Division, on behalf of the Human Resources Department, Risk Management Division, recommending the Board approve the following:

- 1) Award Request for Proposal (RFP) No. 17-961-012 to the successful proposer, Alliant Employee Benefits, a division of Alliant Insurance Services, Inc.; and
- 2) Authorize Risk Management to negotiate a three (3) year Agreement with Alliant, for an amount not to exceed \$135,000; and
- 3) Authorize the Purchasing Agent to execute said Agreement, contingent upon Counsel and Risk Management review and approval and minor revisions.

Make findings that it is more feasible and economical to engage an outside Consultant for the provision of employee benefit consulting services in accordance with Ordinance 3.13.040. The specialized skills and knowledge, particularly the insurance brokerage certification, of the consultant are not available under current job classifications.

DISCUSSION / BACKGROUND

On September 21, 2016, the Procurement and Contracts Division, on behalf of the Human Resources Department, Risk Management Division, released RFP No. 17-961-012, soliciting responses for Employee Benefits Consulting Services. Five responses were received which met the requirements of the RFP. Following closure of the RFP on October 17, 2016, the five responses were reviewed by a panel of four evaluators; three staff representing Risk Management and one staff representing the CAO's Office. Following the initial review, three respondents were selected for finalist interviews conducted on November 8, 2016. A consensus meeting was convened on November 10, 2016 which identified Alliant as the highest overall scoring proposal.

ALTERNATIVES

Should the Board decline to award RFP No. 17-961-012, Agreement for Services No. 356-S1011 with the current contractor will expire effective January 31, 2017 and there will be a lapse in employee benefit consulting services.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

There is no change in Net County Cost. Funding is available in the Human Resources - Risk Management budget.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Marco Sandoval, Risk Manager