

Agenda Item: 3.c

Meeting Date: July 23, 2019

MEMORANDUM

To: City Commission

Date: 2019-07-16

From: Theresa Smalling

Subject: RFP 19-112X Award of contract to the Gehring Group for Employee Benefits Broker and Consulting Services

Presenter(s): Theresa Smalling, Director of Human Resources and Risk Management

Recommend: Staff recommends Commission approval of the proposed contract with the Gehring Group..

Epic Goal(s): EPIC Goal #5: Enhance community and employee relationship strategies that strengthen inclusiveness, respect, transparency and collaborative engagement.

Boards & Committees: N/A

Budget Impact: See schedule included in attached contract

Past Action: N/A

Next Action: N/A

Attachments: [A. COD Benefits Consultant Contract - 072319 signed by GG.pdf](#), [B. SUPPLEMENT FOR ITEM 3.c. 19-07-22 Memorandum from Chuck Ankney re RFP -1125 Employee Benefits Brokerage and Consulting Services.pdf](#),

Background: In March 2019, the City advertised a Request for Proposals (RFP 19-1125) to obtain Employee Benefits Brokerage and Consulting Services. The process

is detailed in the attached memorandum from Purchasing Agent Chuck Ankney. A selection committee comprised of Payroll & Benefits Coordinator Paula McLemore, HR/Risk Manager Terri Kearnes, Parks & Recreation Administration Superintendent Lanie Sheets, Fire Lieutenant Kevin Naylor and me individually reviewed and scored the initial six proposals. The committee then met and ranked the proposals to create a short-list of three firms. The three finalists were invited to make presentations to the Evaluation Committee. Afterwards, the Evaluation Committee discussed the presentations and ultimately selected the Gehring Group, Inc. of Palm Beach Gardens, FL (Gehring), to continue as the City's broker and consultant. Gehring has been an excellent service provider, and has a proven record of service delivery to the City which has been supportive and reliable.

Gehring submitted a Service Agreement with their scope of services and proposed fee schedule as well as services that are included at no additional cost (see attached contract). The majority of fees are commission-based; commissions for all placements are required to be disclosed to the City. The BenTek Online Benefits Enrollment & Administration System is an included service, along with support for and attendance at onsite attendance at the City's annual Open Enrollment meetings and other benefits related events such as the Employee Wellness Fair. The contract's initial term is for a three-year period, with an option to renew for an additional two-year period.

Staff recommends that the Commission approve the new service agreement with the Gehring Group, effective August 1, 2019.