



## Interoffice Memorandum

June 10, 2019

To: Mayor Jerry L. Demings  
and the Board of County Commissioners

From:  Carrie Mathes, Manager, Procurement Division

Contact: Patrick Peters, Benefits & Wellness Administrator, Human Resources Division  
(407) 836-5817

Subject: Selection of Firm, Request for Proposals Y19-1032-AH, Consulting Services  
for Self-Funded Medical Plans, Group Insurance Plans, and Other Employee  
Benefits

### RECOMMENDATION:

Selection of RobinsonBush, Inc. to provide Consulting Services for Self-Funded Medical Plans, Group Insurance Plans, and Other Employee Benefits, Request for Proposals Y19-1032-AH. Request authorization for the Procurement Division to negotiate and execute a 3-year contract in the estimated contract amount of \$342,000. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

The proposal was evaluated by the Procurement Committee on May 29, 2019. Commissioner Maribel Gomez Cordero was assigned to the Procurement Committee.

### PURPOSE:

The purpose of this contract is to provide consulting services for group insurance programs under Section 125 of the Internal Revenue Code, as well as self-funded medical plans.

### DISCUSSION:

The Consultant will provide consulting services for group insurance programs under Section 125 of the Internal Revenue Code, as well as self-funded medical plans. The consultant may be used by the County and its member agencies which include the Orange County Comptroller, Orange County Clerk of Courts, Orange County Property Appraiser, Central Florida Research Park, Orange Blossom Trail Development Board, Orange County Supervisor of Elections, Orange County Tax Collector, Orange County Housing Finance Authority, Metroplan Orlando, and International Drive Master Transit District for services within the scope of this contract. The consultant will also serve in the capacity of benefits advisor to the Human Resources Division.

The services being provided to the County in regard to Employee Benefits Consulting Services include, but are not limited to, the following:

1. Review, analyze, and make recommendations on future self-funded medical plan changes and group insurance plan changes, including all Medicare components, to include: plan experience, rate setting, employee contribution

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strategy, plan design, network review, statement development, and ensuring the actuarial soundness of the plan.

2. Analyze health care cost and utilization patterns in order to communicate to clients the effect of historical and future trends on their expected healthcare expenditures.
3. Provide ongoing training for County administrative staff to ensure appropriate controls, plan provision, and regulatory compliance.
4. Provide consulting services and assistance to County Benefits Wellness team in the design, delivery, tracking, and analysis of targeted employee health programs and initiatives.
5. Provide guidance to the County on all applicable Federal and State benefits legislation and regulatory law changes.

The Consultant also provides technical assistance to the Board in the negotiation, renewal, and award of future medical, dental, vision, life and accidental death and dismemberment, long-term disability, short-term disability, Medicare, Health Savings Account, Flexible Spending Account, COBRA, retiree administration, and other benefits contracts. These services include, but are not limited to, the following:

1. Assist the County in an ongoing review of changing employee demographics, competitive practices, and benefit plan design options.
2. Prepare financial analysis of plan costs and evaluate proposed rates and plan changes.
3. Evaluate plan currently in place through an independent review of existing employee benefit programs including analysis of funding, reserves, service, benefit plan provisions, premium history, contractual provisions, and competitive position, as well as translation of group claims data into meaningful information to be utilized in long term benefits and human resource planning.

To ensure an open and competitive process, the RFP was posted on the Orange County website. Firms were also identified through sourcing efforts and notified of this opportunity. A query from staff to potential proposers that declined to compete on this solicitation resulting in the following:

1. Nyhart felt the scope was broader than the services the firm can provide. The firm provides actuarial health services only; other health services such as vendor selections, stop-loss shopping, and legal health compliance are not offered.
2. Aruthur J. Gallagher and Co. received our request but was unable to respond due to an internal routing issue.
3. Hylant received our request but was unable to respond due to an internal routing issue.

Consensus scores of the Procurement Committee are attached.

**RFP #Y19-1032-AH**  
**CONSULTING SERVICES FOR SELF-FUNDED MEDICAL PLANS,  
 GROUP INSURANCE PLANS, AND OTHER EMPLOYEE BENEFITS**

	QUALIFICATION OF STAFF		QUALIFICATION OF FIRM		TECHNICAL APPROACH		LOCATION		FEE PROPOSAL		TOTAL
WEIGHT:	25		15		30		10		20		
POINT STRUCTURE: 1= Poor            4= Above Avg. 2= Below Avg.   5= Excellent 3= Average	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	
FIRM NAME:											
RobinsonBush, Inc.	5.00	125.00	5.00	75.00	5.00	150.00	5.00	50.00	5.00	100.00	500.00



## BUSINESS DEVELOPMENT DIVISION

February 22, 2019

TO: Alina Hernández Fernández, Purchasing Agent  
Procurement Division

From: Sheena Ferguson, Manager  
Business Development Division

A handwritten signature in black ink, appearing to be "J.A.", is written over the "From:" line.

**Subject:** Y19-1032- AH, Self-Funded Medical Plans, Group Insurance  
Plans, and Other Employee Benefits Consulting Services

The Business Development Division has reviewed the preliminary scopes of services received on February 19, 2019, for Self-Funded Medical Plans, Group Insurance Plans, and Other Employee Benefits Consulting Services for the Human Resources Division.

After reviewing this information, Business Development has determined there is no M/WBE availability for the proposed scopes of services. Therefore, there will be no M/WBE goal for this project.

If the scope of services for this project changes, let us know so we can check for M/WBE availability.