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Open Session Item

**SUBJECT:** Contract Award (PUR-1608) Employee Benefits Programs Consulting Services

**PRESENTATION DATE:** May 9, 2023

**PRESENTATION BY:** Rick Curry, CPPO, Director of Purchasing; Jason Miller, Benefits Coordinator, Human Resources

**RECOMMENDED MOTION:** Move to award the contract for the Employee Benefits Programs Consulting Services to the responsible, responsive proposer, with the lowest proposal cost of \$425,000 to CBIZ Insurance Services, Inc. of Cumberland, MD for Fiscal Years 2023 through 2028.

**REPORT-IN-BRIEF:** Proposals were seeking an industry professional to assist and guide the County in identifying and managing its self-insured and fully insured health plans, life insurance, stoploss insurance, disability insurance, flexible spending plans, etc. The County accepted proposals from firms interested in providing the County with assistance in formulating benefit plan objectives, analyzing existing plan design and recommending plan design changes. Services will also extend to the preparation of Request for Proposal specifications. This will include evaluating proposals' technical and cost responses and assisting the County in establishing contracts for various benefit plans including health insurance (medical, dental, vision, etc.) life insurance, disability insurance, flexible spending, stoploss, voluntary benefits, and related plans. The firm will assist in the implementation of these vendors once approved as specified.

The term of the contract is for a one (1) year period tentatively to commence July 1, 2023 with an option by the County to renew for up to four (4) additional consecutive one (1) year periods thereafter contingent upon satisfactory annual performance by the Contractor and fiscal appropriations. The Coordinating Committee was comprised of the County Administrator (Committee Chairman), Interim County Human Resources Director/Deputy County Attorney, Benefit Coordinator, Retirement Coordinator, and Director of Purchasing. The Request for Proposals (RFP) was advertised on the State's "*eMaryland Marketplace Advantage*" website, on the County's web site and in the local newspaper. Thirty-one (31) persons/firms accessed the RFP from the County's web site. Ten (10) firms were represented at the Pre-Proposal Conference/Teleconference. Submittals were received on March 29, 2023, from four (4) firms. The Qualifications & Experience/Technical Proposals of two (2) of the firms were considered responsive by the Coordinating Committee. The Price Proposals of those firms were opened, and costs were as indicated on the attached matrix.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in department's account 218010-10-00000 for these services.

**CONCURRENCES:** As recommended by the Coordinating Committee.

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Price Proposal Matrix

**AUDIO/VISUAL NEEDS:** N/A