

# CITY OF RIVIERA BEACH



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PROCUREMENT DEPARTMENT

To: EUREKA IRVIN, INTERIM HR DIRECTOR

Through: RICKEY LITTLE, INTERIM PROCUREMENT DIRECTOR *RL*

From: GLENDORA WILLIAMS, INTERIM SENIOR PROCUREMENT SPECIALIST *GW*

Date: NOVEMBER 9, 2018

Subject: **RECOMMENDATION - RFQ #95618-4 AGENT OF RECORD FOR EMPLOYEE GROUP INSURANCE**

Consistent with the City of Riviera Beach **Code of Ordinance (MUNICODE Section 16.5)**, a Request for Qualifications (RFQ) was advertised in the “**Legal Notices**” section of the Palm Beach Post on **August 19, 2018**, to solicit licensed, insured, and qualified firms to be the Agent of Record for Employee Group Insurance for the City of Riviera Beach.

To provide additional exposure and to ensure maximum competition for the project, it was also advertised on the City’s web-page and Demand Star on **August 20, 2018**. On Demand Star, the solicitation had a broadcast list of **439** and **12** plan holders. **Ten (10)** proposals were received with two of the respondents being from Palm Beach County and none from Riviera Beach.

On **October 22, 2018**, an evaluation committee consisting of the Assistant City Manager, Risk Manager, Interim Police Chief, Parks & Recreation Director, Fire Chief, Interim Public Works Director and Interim Senior Procurement Specialist (facilitator) convened to review and discuss the responses to the RFQ for Agent of Record for Employee Group Insurance.

Firms were evaluated in two (2) separate phases and ranked based on the criteria established in the City’s RFQ which included the following:

<b>Evaluation Criteria – Phase I</b>	<b>Possible Points</b>
Qualification and Capabilities of Firm	25 points
Experience of Staff	25 points
Past Experience	20 points
Project Understanding	15 points
Litigation	10 points
Location	15 points
SBE or M/WBE	15 points
<b>TOTAL POSSIBLE SCORE</b>	<b>125 POINTS</b>

Committee members shared their observations, and evaluated and scored the responses in accordance with their understanding of the written criteria established in the public solicitation.

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**EVALUATION COMMITTEE RECOMMENDATION: RFQ #95618-4**

Scores for the written proposal (**Phase I**) were tallied, and based upon a measure of average score, the firms ranked as follows:

<b>FIRM</b>	<b>RANKING</b>	<b>AVERAGE SCORE</b>
Gehring Group	1	100.40
Lockton Company	2	92.40
Relation Insurance Service	3	87.80

In accordance with the RFQ's evaluation process, the three (3) top ranked firms were "Shortlisted" and invited for oral presentations. On **November 1, 2018**, the three top ranked firms were invited to give oral presentations before the committee to discuss their approach and ability to meet or exceed the service requirements of the City, their business operation, and qualifications of those persons that will be assigned to work with or Consult with the City on this project as listed below:

<b>Evaluation Criteria – Phase II</b>	<b>Possible Points</b>
Communication Skills	20 points
Understanding of the Project	20 points
Responses to Questions	20 points
<b>TOTAL POSSIBLE SCORE</b>	<b>60 POINTS</b>

Committee members evaluated and scored the responses in accordance with their understanding of the oral presentation criteria established in the solicitation.

Scores for the oral presentation (**Phase II**) were tallied, and based upon a measure of average score, the firms ranked as follows:

<b>FIRM</b>	<b>RANKING</b>	<b>AVERAGE SCORE</b>
Gehring Group	1	53.00
Lockton Company	2	45.80
Relation Insurance Service	3	38.60

As a result of Phase I and Phase II evaluations, an **overall score** was calculated based on the sum of both evaluations. The results are:

<b>FIRM</b>	<b>PHASE I SCORE</b>	<b>PHASE II SCORE</b>	<b>OVERALL SCORE</b>	<b>RANK</b>
Gehring Group	100.40	53.40	153.40	1
Lockton Company	92.40	45.80	138.20	2
Relation Insurance Service	87.80	48.25	126.40	3

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The evaluation process has validated that the proposal submitted by Gehring Group satisfies the requirements established in the RFQ and that the firm is qualified to be awarded the contract for the services identified in RFQ #95618-4.

Gehring Group is a national firm that specializes in providing Agent of Record services and they have substantial experience in providing the types of services required by the City.

**Additionally, the Procurement Department has verified the following references: (Please see attachments)**

<b>FIRM</b>	<b>NATURE OF PROJECT</b>	<b>RATING</b>
PBC Sheriff's Office	Various Services	Excellent
South FL Water Mgmt. District	Insurance Broker/Consultant	Excellent
City of Lake Worth	Benefits Broker	Excellent
Gov't of the US Virgin Islands	Benefits Consultant	Excellent

**For your records, we are enclosing copies of all confirmed references as well as all other documents used to determine the submitter's responsibility.**

Accordingly, and consistent with the provisions of the solicitation, it is the consensus of the evaluation committee that the number one (1) ranked firm, Gehring Group be recommended to be the Agent of Record for Employee Group Insurance for the City of Riviera Beach.

Attachments

CC:  
Marie Sullin, Risk Manager  
Purchasing File