



Insurance | Risk Management | Consulting

December 13, 2018

Via Email: dodea@hallandalebeachfl.gov

Radu Dodea
City of Hallandale Beach
400 South Federal Highway
Hallandale Beach, Florida 33009

RE: Request for Piggybacking – Miami Dade County, FL RFP 00615 Employee Benefits Consulting Services

Dear Mr. Dodea:

Thank you for the opportunity to provide a cost proposal for a limited Scope of Work identified within the Miami Dade County RFP 00615 Employee Benefits Consulting Services (MDC). This is a cost proposal for the services City of Hallandale Beach wishes to utilize the Scope of Work, Positions and Maximum Hourly Rate within the Miami Dade County, FL RFP 00615 Employee Benefits Consulting Services. The following outlines the Scope of Work to be completed from January 2019 through December 31, 2021 (timeframe):

1. (MDC Appendix A Scope of Services item Number 4 A Number 8)
Provide actuarially based cost projections for various plan design alternatives and improvements based on the review of current plan experience, as well as industry trends, variable enrollment assumptions and contribution strategies.
2. (MDC Appendix A Scope of Services item Number 4 B Number 1)
Monitor the performance of, and compliance with, all established contractual requirements of the medical plan.
3. (MDC Appendix A Scope of Services item Number 4 C Number 1)
Analyze current COHB plan designs and recommend changes as necessary, based on market analysis, legislation and availability, to better meet the COHB's Employee Benefits Program's service objectives and to provide opportunities for cost containment.
4. (MDC Appendix A Scope of Services item Number 4 C Number 2)
Assist in the preparation for, and participate in, the meetings held between labor bargaining units and COHB to discuss benefit contract issues, such as cost estimates for new or upgraded/downgraded benefit programs and methodology

for rate calculations. The selected Proposer shall smooth the progress of discussions between the two parties - addressing emerging trends, critical success factors, and the potential impact to the COHB. Selected Proposer shall also be available to conduct educational workshops/presentations on key legislation affecting employee benefits, for the benefit of COHB Human Resources' employees, union officials, fiduciary administrators and other service providers, as specified by the COHB.

5. (MDC Appendix A Scope of Services item Number 4 C Number 3)
Provide technical support, as deemed necessary, to COHB Employee Benefits Program, in identifying and incorporating best plan and funding designs for all group benefits offered to COHB employees.
6. (MDC Appendix A Scope of Services item Number 4 C Number 5)
Advise COHB on short-term and long-term direction of benefits plan design and funding and explain any significant variations that would warrant redesign.
7. (MDC Appendix A Scope of Services item Number 4 C Number 6)
Advise COHB in establishing strategic goals with respect to employee benefits and the Employee Wellness Management Program for the purpose of improving the overall health of employee population, and managing cost effectiveness.
8. (MDC Appendix A Scope of Services item Number 4 D Number 3)
Provide timely updates of proposed and effectuated changes in the legal environment that affect employee benefits (i.e., Employee Retirement Income Security Act (ERISA), PPACA, COBRA, Health Insurance Portability and Accountability Act (HIPAA), and (IRS) Sections 125, 457(b), 401(a), etc.), including any tax law newsletters or special advisories released.
9. (MDC Appendix A Scope of Services item Number 4 D Number 6)
Ensure compliance with all provisions/requirements of the PPACA.
10. (MDC Appendix A Scope of Services item Number 4 E Number 1)
Provide assistance and technical expertise in reviewing competitive RFPs, including the establishment of appropriate performance standards, in development by COHB.
11. (MDC Appendix A Scope of Services item Number 4 E Number 2)
Assist in the formulation of technical responses to inquiries received by prospective vendors and to be issued via addenda to an RFP.

12. (MDC Appendix A Scope of Services item Number 4 E Number 3)
Provide assistance in assessing qualifications and analyzing data provided in proposals received from prospective vendors. Selected Proposer may be required to participate in the Evaluation/Selection Committee meetings as deemed necessary by COHB, at its sole discretion.
13. (MDC Appendix A Scope of Services item Number 4 E Number 5)
Provide negotiations assistance to COHB, as deemed necessary by COHB, in assessing the rates and fees proposed by the prospective vendors – and in negotiating competitive rates, discounts and services for current and future projects.
14. (MDC Appendix A Scope of Services item Number 4 G Number 1)
Provide ongoing support, review, and interpretation of plan provisions and IRS regulations for Section 125 flexible benefits plan.
15. (MDC Appendix A Scope of Services item Number 4 G Number 3)
Develop employee communications, including formulation of employee surveys and focus groups, as deemed necessary by COHB. All findings and statistical analysis conducted shall be presented, in writing, to COHB's Project Manager upon completion.
16. (MDC Appendix A Scope of Services item Number 4 G Number 6)
Conduct benefit plan modeling, as requested by COHB.
17. (MDC Appendix A Scope of Services item Number 4 G Number 8)
Attend meetings with various providers under contract with COHB, or with COHB staff not directly involved with the Employee Benefits Program, at COHB Project Manager's request.
18. (MDC Appendix A Scope of Services item Number 4 G Number 10)
Provide ad-hoc analysis and benefits related reporting to COHB, as deemed necessary by COHB.
19. (MDC Appendix A Scope of Services item Number 4 G Number 11)
Provide other related consulting services, as identified by COHB.

The following is Positions and Costs are in Appendix B contained within in the Miami Dade County RFP 00615 Employee Benefits Consulting Services. The total cost for all work performed will be on a not-to-exceed basis and paid on a monthly basis.



Gallagher

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Position	Maximum Hourly Rate
Lead Managing Consultant	\$278
Senior Consultant/Wellness Consultant/Doctor of Pharmacy (PharmD)	\$258
Retirement Consultant	\$258
Pharmacy Consultant	\$258
Consultant	\$175
Fellow Actuary	\$294
Associate Actuary	\$232
Compliance Consultant	\$278
Gallagher Medical Doctor	\$300
Subcontracted Legal Consultant	\$300 - \$600
Cost Not-To-Exceed (Year 1 – January to December)	Year 1 - \$70,000*
Cost Not-To-Exceed (Year 2 – January to December)	Year 2 - \$70,000*
Cost Not-To-Exceed (Year 3 – January to December)	Year 3 - \$70,000*

*Actuarial services will be limited to one onsite visit per year and Wellness consulting will be limited to 2 conference calls per year.

If you have any questions, please feel free to contract Barbara Crowe at 561 998 6747. We look forward to working with the City of Hallandale Beach.

Sincerely,

John Tournet
Regional President