


**CITY OF HALLANDALE BEACH, FLORIDA**  
**MEMORANDUM**

**DATE:** May 9, 2019

**TO:** Radu Dodea, Director of Human Resources

**Note: All parties below will only receive the award recommendation memorandum via email.**

**CC:** Greg Chavarria, City Manager  
Dr. Jeremy Earle, Assistant City Manager/CRA Executive Director

**FROM:** Andrea Lues, Procurement Director 

**SUBJECT:** **Award Recommendation Memorandum RFP # FY 2018-2019-004 CITY OF HALLANDALE BEACH GROUP MEDICAL WITH PHARMACY, MEDICAL GAP PLAN, DENTAL, VISION, EMPLOYEE ASSISTANCE PROGRAM, FLEXIBLE SPENDING ACCOUNT AND COBRA ADMINISTRATION**

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This project continues to be under a Cone of Silence. There is to be no communication with any of the Firms until the date and time of the City Commission meeting when the award or rejection of the solicitation will be made.

If you have any questions on any of the items below please make sure you contact the Procurement Director immediately for clarification.

Due to the size of the documents for this Project, a USB drive has been forwarded to you via interoffice mail with a copy of all the following documents:

1. Nine (9) Proposals received in response to this RFP.
2. Award Recommendation Memorandum
3. Summary Rating Sheet
4. Summary of Findings from Consultant, Gallagher Benefits Services, Inc. This includes review of all Minimum Qualification Requirements (MQRs) for determination of responsiveness for each proposing Firm.
5. Addenda #1-18
6. RFP document
7. Exhibits A – O
8. Reference Check Summary
9. Non-Mandatory Pre-Proposal Conference Sign-In Sheet 3/21/2019
10. City Clerks List of Firm's Proposing 4/17/2019

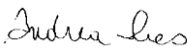
**Duties and Responsibilities:**

1. Project Manager is responsible for preparing the agenda cover memo for recommendation of award to the City Commission. Contact the City Clerk if there are any questions about the agenda process.

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2. As part of the agenda process, provide the following items to the City Attorney for creation of the Resolution:
  - a. RFP document
  - b. Agenda Cover Memo
  - c. All backup referenced in the Agenda Cover Memo
3. If the RFP is to be rejected, an agenda item must be prepared for the rejection. This is in accordance with Procurement Code Section 23-12, (4) Rejection of Bids.
4. The Procurement Department will invite the recommended Firm(s) to the City Commission meeting if requested. You **must** email Carolyn Allen-Smith csmith@cohb.org, if the Firm(s) are to be invited and advise of the date of the City Commission meeting.
5. Ensure that you route the final, fully negotiated agreement and resolution that your Department has negotiated with the City's ARTEF (Agreement Review and Transmittal Execution Form) promptly to Tom Camaj, Contract Coordinator, via email tcamaj@cohb.org to ensure processing. Please note that the ARTEF and the explanation of the process for routing of the Agreement is found on the City's CityNet, under City Docs, Reference Docs, Procurement, Contract Routing Documents. Link to [ARTEF](#).
6. Legal Proceedings form must be reviewed by the Project Manager/Department Director for this Project. Ensure you have addressed and discussed with the City Attorney and City Manager before requesting recommendation for award through the City Commission.
7. Variance form must be reviewed by the Project Manager/Department Director for this Project. Ensure you have addressed and discussed with the City Attorney and City Manager before requesting recommendation for award through the City Commission.

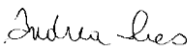
### **Summary Information**

Attached is the Summary Rating Sheet for the five (5) Evaluation Committee members for the nine (9) Firms that responded to this RFP which met the Minimum Qualification Requirements. Gallagher Benefit Services, Inc. (GBS) reviewed all of the Minimum Qualification Requirements (MQRs) for determination of responsiveness for each proposing Firm.

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Find below the information for the Award Recommendation for RFP # FY 2018-2019-004 CITY OF HALLANDALE BEACH GROUP MEDICAL WITH PHARMACY, MEDICAL GAP PLAN, DENTAL, VISION, EMPLOYEE ASSISTANCE PROGRAM, FLEXIBLE SPENDING ACCOUNT AND COBRA ADMINISTRATION

**Release Date of RFP: March 11, 2019**

The release notice for the RFP was sent via email to one hundred and fifteen (115) vendors from the City's Vendor list. The RFP was also advertised in the Hallandale Beach Chamber of Commerce website, City's website, DEMANDSTAR website, and City and HBCRA Social Media pages. The RFP was also advertised through the Miami Minority Business Development Agency Business Center, the U.S. Small Business Administration, and the Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

**Non-Mandatory Pre-Proposal Conference: was held on March 21, 2019 at 9:00 a.m.**

There were six (6) Firm's in attendance at the Non-Mandatory Pre-Proposal Conference and twelve (12) staff members.

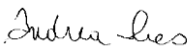
In addition to providing the opportunity for Firm's to come and ask questions during the Non-Mandatory Pre-Proposal Conference, the solicitation allowed for additional questions to be sent in via email by no later than **March 22, 2019 @ 11:00 a.m.**

**Due Date:** Responses to the RFP were due **April 17, 2019 @ 11:00 a.m.**

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**Proposals Received:**

Nine (9) proposals were received from the following vendors.

NO.	PROPOSING FIRM	LINE OF SERVICE(S) FIRM PROPOSING FOR	REFERENCES	LEGAL PROCEEDINGS	VARIANCES
1	AETNA 1340 Concord Terrace Sunrise, FL 33323 Renthia Jackson, Vice President or Cathy Aquirre <a href="mailto:rxjackson@aetna.com">rxjackson@aetna.com</a>   <a href="mailto:craguirre@aetna.com">craguirre@aetna.com</a> 954-375-1577   954-375-1561	Medical, Dental, Vision, EAP, FSA, and COBRA	3 of 3 Confirmed.	Provided must read Item #3 of proposal.	Provided must read Item #6 of proposal.
2	CIGNA HEALTHCARE AND LIFE INSURANCE COMPANY (CHLIC) 1571 Sawgrass Corporate Parkway Suite 300 Sunrise, FL 33323 Michelle Alperstein   Scott Evelyn <a href="mailto:Michelle.alperstein@cigna.com">Michelle.alperstein@cigna.com</a>   <a href="mailto:scott.evelyn@cigna.com">scott.evelyn@cigna.com</a> 860-902-5449   561-430-0119   954-514-6800	Medical, Dental, EAP, FSA, and COBRA	3 of 3 Confirmed.	Provided must read Tab # 6 of proposal.	Provided must read Tab # 6 of proposal.
3	SOLSTICE BENEFITS, INC. 7901 SW 6 <sup>th</sup> Court Ste 400 Plantation, FL 33324 Maria Rodriguez <a href="mailto:mrodriguez@solsticebenefits.com">mrodriguez@solsticebenefits.com</a> 954-370-1780   786-296-6560	Dental and Vision	3 of 3 Confirmed.	Provided must read pages 95-96 of proposal.	Stated "None"
4	DELTA DENTAL INSURANCE COMPANY 5200 Blue Lagoon, Suite 110 Miami, FL 33126 Rosie Marrero <a href="mailto:rmarrero@delta.org">rmarrero@delta.org</a> 305-244-0442	Dental	3 of 3 Confirmed.	Provided must read Required Forms – City Documents tab of proposal.	Provided must read Required Forms – City Documents tab of proposal.

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5	<b>NATIONAL VISION ADMINISTRATORS, LLC</b> 1200 Route 46 West Clifton, New Jersey 07013 Bob Parenteau <a href="mailto:bparenteau@e-nva.com">bparenteau@e-nva.com</a> 601-607-7989	Vision	3 of 3 Confirmed	Stated "None"	Provided must read Section 4, Tab 2 of proposal.
6	<b>DAVIS VISION, INC.</b> 175 E. Houston St San Antonio, TX 78205 Scott Hamey <a href="mailto:sales@versanthealth.com">sales@versanthealth.com</a>   <a href="mailto:scott.hamey@versanthealth.com">scott.hamey@versanthealth.com</a> 786-510-1916   210-524-7666	Vision	3 of 3 Confirmed.	Stated "None"	Provided must read Item # 08 of proposal.
7	<b>METROPOLITAN LIFE INSURANCE COMPANY (METLIFE)</b> 1200 S. Pine Island Road Suite 770 Plantation, FL 33324 Angie Fernandez <a href="mailto:aafernandez@metlife.com">aafernandez@metlife.com</a> 954-626-5165	Dental and Vision	3 of 3 Confirmed.	Stated "None"	Provided must read Item 06, Section 6A of proposal.
8	<b>UNITED HEALTHCARE INSURANCE COMPANY</b> 3100 SW 145 <sup>TH</sup> Avenue Miramar, FL 33027 Brian T. Murray <a href="mailto:brian_t_murray@uhc.com">brian_t_murray@uhc.com</a> 954-378-0565	Medical, Dental, Vision, FSA and COBRA	3 of 3 Confirmed.	Provided must read Section 4 of proposal.	Provided must read Section 4 of proposal.
9	<b>WAGeworks, INC.</b> 1100 Park Place # 400 San Mateo, CA 94403 Ed Taffett, Vice President   Cindy Flores <a href="mailto:ed.taffett@wageworks.com">ed.taffett@wageworks.com</a>   <a href="mailto:Cindy.Flores@wageworks.com">Cindy.Flores@wageworks.com</a> 480-291-9042   480-658-8154   212-329-2001	<b>*FIRM DETERMINED NON-RESPONSIVE</b>			

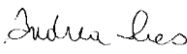
**Non-Responsive**

\*In review of the nine (9) proposals, it was determined by the City's consultant, Gallagher Benefits Services, Inc., that WageWorks, Inc. did not meet the minimum qualification requirements set forth in the RFP. The

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Firm did not provide the requested documents to meet Minimum Qualification Requirements MQR # 1: Licenses, Minimum Qualification Requirement MQR # 2: Coverage Rating, and Minimum Qualification Requirements MQR # 3: Previous Experience. One April 29, 2019 WageWorks, Inc., submitted via email request to withdraw Firm's proposal response from the process.

**Evaluation Committee:**

The Evaluation Committee, appointed by the City Manager, was composed of the following individuals representing the following employee groups

- Amber Cox, Administrative Assistant - General Employees
- Carol Gushwa, Fire Rescue Captain – Fire Employees
- Raul Rivera, Police Sergeant – Police Employees
- Alyssa Jones-Wood, Green Initiatives Coordinator – Management Employees
- Linda Rosario, Junior Accountant Accounts Receivable – Unrepresentative Employees

On February 22, 2019, at 10:30 a.m. an Evaluation Committee training meeting was held to explain in depth the current health insurance plan, the RFP process, and the Cone of Silence. At this meeting, Gallagher Benefit Services, Inc. (GBS), Consultant was present to discuss group medical with pharmacy, medical gap plan, dental, vision, employee assistance program, flexible spending account and cobra administration insurance. The Evaluation Committee was instructed to reach out to respective employee groups to obtain feedback to be included in the RFP before it is released.

On February 25, 2019, the Human Resources Department, in preparation for the annual insurance benefits plan renewals released a survey to be completed by all City of Hallandale Beach Employees. The survey requested feedback on the current insurance benefit options the City provides from employees to be returned to the Human Resources Department. The survey was due on March 1, 2019.

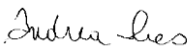
On March 4, 2019, at 10:30 a.m. a second Evaluation Committee training meeting was held for the two (2) Evaluation Committee members that were not available to attend the training meeting held on February 22, 2019. The Evaluation Committee training meeting was held to explain in depth the current health insurance, the RFP process and the Cone of Silence. The Evaluation Committee was instructed to reach out to respective employee groups to obtain feedback to be included in the RFP before it is released.

On March 6, 2019, at 9:00 a.m. a 3<sup>rd</sup> and final Evaluation Committee training meeting was held to discuss the communication received from each respective represented group being represented by each Evaluation Committee member and for Human Resources Department to review the information received back from

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the Insurance Benefits Survey released on February 25, 2019 to all City of Hallandale Beach Employees by the Human Resources Department. The Cone of Silence was discussed again in detail by the Procurement Department. It was determined by the Project Manager, Radu Dodea and Consultant, Gallagher Benefit Services, Inc., that Oral Presentations would not be held for this RFP.

On March 8, 2019 Director of Procurement, Andrea Lues, sent each individual Evaluation Committee member an email reminder about each of the trainings that have taken place and asking for any input obtained from the various employees/groups each Evaluation Committee member represents before the RFP was to be released on March 11, 2019. Any input provided was incorporated into the RFP.

On May 7, 2019, at 8:30 a.m., a Sunshine Evaluation Committee meeting was held with the Evaluation Committee to discuss the proposals received. At this meeting, Gallagher Benefit Services, Inc., Consultant hired for this project through Resolution No. 2019-004 provided a written recommendation for each proposer having met or not met the Minimum Qualification Requirements (MQRs). Consultant also provided an outline comparing the proposals and provided guidance to the Evaluation Committee in their review of each proposal. An Evaluation Committee Sunshine meeting was held immediately after.

On May 7, 2019, the Evaluation Committee submitted rating sheets for nine (9) Firms.

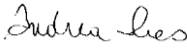


Prepared by: \_\_\_\_\_  
Carolyn Allen-Smith, Procurement Specialist

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I Radu Dodea, hereby acknowledge receipt of this Memorandum and confirm that I have read and understand the process that must be followed; after the City Commission pass a Resolution awarding the contract to a Firm. I agree to comply with the process outlined in this Memorandum and if I am not clear about a particular process; I will contact the Procurement Department for guidance. I further acknowledge that I am responsible, as the Project Manager for this Project, to ensure that I manage negotiations for this Project and as soon as a fully negotiated Agreement is completed through me; I will process the ARTEF for execution of the Agreement through the Procurement Department. I further acknowledge that it is my responsibility to ensure a fully executed Agreement is received by me in a timeline manner after the contract has been negotiated by following up on the status of execution of the Agreement through the Procurement Department.

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Signature of Project Manager

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Date