

**DEPARTMENT RECOMMENDATION OF
INVITATION TO NEGOTIATE INTENDED AWARD**

To: dykemangb@gainesvillefl.govAttn: Gayle Dykeman (Buyer)Bid #: ITN-RMDX-230059-GDBid Due Date: November 1, 2023Bid Title: **BROKER AND BENEFITS CONSULTING SERVICES FOR HEALTH AND GROUP LIFE PLANS**

Invitation to Negotiate. Ranking:

<u>Vendor</u>	<u>Ranking</u>
<u>Gehring Group</u>	<u>1</u>
<u>Aon</u>	<u>2</u>

Bid award amount: \$168,000*Justification for the Recommendation:*

The City ran a public solicitation (Invitation to Negotiate) for a consulting firm to provide offerings for self-funded and fully insured Health Plans and Group Life options. Three submittals were received. One firm was eliminated as it was deemed non-responsive. The remaining two (2) companies were evaluated and both were invited to participate in oral interviews. With questions remaining after the interviews, each finalist was asked to respond to the remaining questions in writing and provide "Best and Final" pricing, resulting in a 7% reduction in annual cost.

This is a recommendation of award to the top-ranked firm, Gehring Group. If the City and Gehring Group cannot reach an agreement on a contract, the City can begin negotiations with the second-ranked firm. Evaluators included the Director of Risk Management, the Assistant Director of Human Resources, and the Benefits Manager.

Recommended by:

SIGNATURE

Tiffany Watts-Chestnut

PRINTED NAME

Phone: 352-393-8891Title: Benefits ManagerDate: 1/26/24

City Commission required:

- ☒ Yes - City Commission meeting on March 15, 2024, (date IS NOT confirmed for approved agenda item).
☐ No - City Commission approval is not required: _____ (Indicate Policy exemption section (i.e. Sec 7.1(c))

The department is responsible for entering a Supplier Request in Workday after all appropriate documentation is received and attached to the request.

IMPORTANT: The Project Manager is responsible for initiating and submitting a Draft Contract to the Contracts Management Division. A Fully Executed Contract will be obtained by Contracts Management, and the department and Procurement will both be notified. Procurement will issue a Purchase Order once the Fully Executed contract is received.