

Mayor and Council Communication

DATE: 09/12/23

M&C FILE NUMBER: M&C 23-0749

LOG NAME: 13P RFP 23-0070 LIFE AND DISABILITY INSURANCE HR CB

SUBJECT

(ALL) Authorize Agreement with Minnesota Life Insurance Company for Life and Accidental Death and Dismemberment Insurance Services for the Human Resources Department in an Annual Amount Up to \$450,169.00 for an Initial Three-Year Term

RECOMMENDATION:

It is recommended that the City Council authorize an agreement with Minnesota Life Insurance Company for Life and Accidental Death and Dismemberment Insurance Services for the Human Resources Department in an annual amount up to \$450,169.00 for an initial three-year term with two one-year options to renew.

DISCUSSION:

The Human Resources Department requested that the Purchasing Department issue a Request for Proposals (RFP) for a contract to provide Basic and Supplemental Life and Accidental Death and Dismemberment Insurance (AD&D) for City of Fort Worth employees, their spouses and dependent children.

The Purchasing Department issued an RFP for an agreement for Life and Disability Insurance Services. The RFP was advertised in the *Fort Worth Star-Telegram* on May 24, 2023, May 31, 2023, June 7, 2023, June 14, 2023 and June 21, 2023. Fifteen vendors were solicited from the Purchasing database system; two responses were received.

An evaluation panel consisting of representatives from the Human Resources Department reviewed and scored the submittals using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below:

Bidder	Evaluation Factors					
	a	b	c	d	e	Total Score
Metropolitan Life Insurance Company, d/b/a MetLife	5	12	11.3	6	26.27	60.60
Minnesota Life Insurance Company	6	13.3	12	10.5	35	76.83

Best Value Criteria:

- a. References
- b. Claims Processing Time
- c. Customer Service Experience
- d. Value Added Services
- e. Cost of Service

Minnesota Life Insurance Company will provide City sponsored Basic Life and AD&D insurance for eligible active City of Fort Worth employees as well as additional employee paid supplemental life insurance for employees, their spouses and children. With the new contract, there are additional supplemental life insurance options for employees and their families to meet their needs.

Approval of this Mayor & Council Communication authorizes the City to spend up to \$450,169.00 per year with the vendor for City sponsored basic life insurance for eligible city employees.

FUNDING: The maximum annual amount allowed under this agreement for the initial term will be \$450,169.00.

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business

Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon January 1, 2024 and expire three years from that date.

RENEWAL TERMS: This agreement may be renewed for two additional, one-year terms. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and award of the contract. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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