

Mayor and Council Communication

DATE: 09/17/24

M&C FILE NUMBER: M&C 24-0822

LOG NAME: 13P RFP 24-0193 EMPLOYEE WELLNESS PROGRAM KQ HR

SUBJECT

(ALL) Authorize Execution of Agreement with Wellness Coaches USA, LLC dba Ramp Health in an Amount Up to \$1,050,000.00 for the Initial Three-Year Term for an Employee Wellness Program with Two One-Year Options to Renew in an Amount Up to \$350,000.00 for Each Renewal Option for the Human Resources Department

RECOMMENDATION:

It is recommended that the City Council authorize the execution of an Agreement with Wellness Coaches USA, LLC dba Ramp Health in an amount up to \$1,050,000.00 for an initial Three-Year Term for an employee wellness program with two one-year options to renew in an amount up to \$350,000.00 for each renewal option for the Human Resources Department.

DISCUSSION:

The purpose of this M&C is to authorize the execution of an annual agreement for an employee wellness program to set up an online platform to encourage healthier habits and general wellness, as well as coaching services for the City’s employees and eligible retirees.

Purchasing Staff issued Request for Proposal (RFP) Number 24-0193, which consisted of detailed specifications describing the responsibilities and requirements to provide these services to the City of Fort Worth. The RFP was advertised in the *Fort Worth Star-Telegram* on May 1, 2024, May 8, 2024, May 15, 2024, May 22, 2024, and May 29, 2024. The City received fourteen (14) responses.

MediKeeper, The Visibility Company dba Propel, Inc., and The Vitality Group, LLC dba Vitality were deemed non-responsive due to nonsubmittal of documents required by the RFP in order to be deemed responsive.

An evaluation panel consisting of representatives from the Human Resources and Information Technology Solutions Departments reviewed and scored the submittals using Best Value criteria. Individual scores were averaged for each of the criteria. Reconcile Care Management Services, and Sonic Boom Wellness, LLC. did not score at least 50% of the total available points for technical criteria and were deemed non-responsive in accordance with the proposal documents.

After technical and pricing evaluations, the three firms with the highest scores, Navigate Wellness, LLC dba Navigate Wellbeing Solutions, Wellness Coaches USA, LLC dba Ramp Health, and Health Advocate Solutions dba Health Advocate, were interviewed on July 24, 2024. The City requested a Best and Final Offer (BAFO) from each of these three firms. All three firms submitted a BAFO resulting in changes to the points allocated for the price of service. The individual scores were averaged for each of the criteria and the final scores are listed in the table below:

Vendor	Evaluation Factors						Total Score
	a	b	c	d	e	f	
Ramp Health	15.60	12.60	12.00	11.70	12.30	20.00	84.20
Navigate Wellbeing Solutions	14.40	10.50	10.80	11.10	10.50	19.65	76.95
Health Advocate	11.60	8.70	6.00	8.70	7.50	19.86	62.36

Best Value Criteria

- a. Qualifications and experience
- b. Approach to perform services
- c. Ability to meet the City’s needs
- d. Customization of services

e. Value-added services

f. Price

After evaluation, the panel concluded that Ramp Health presents both the best value and the necessary coverage for the City; therefore, the panel recommends that the Council authorize an agreement with Ramp Health.

No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor bid met specifications.

FUNDING: The maximum amount allowed under this agreement will be \$1,050,000.00 for the Initial Term to account, \$350,000.00 for each renewal option. The actual amount used will be based on the needs of the department and the available budget. Funding will be budgeted in the Group Health Insurance Fund and the Retiree Healthcare Trust Fund for Fiscal Year 2025.

BUSINESS EQUITY: This solicitation was reviewed by The Business Opportunity Division for available business equity prospects according to the City's Business Equity Ordinance. There were limited business equity opportunities available for the services/goods requested, therefore, no business equity goal was established.

AGREEMENT TERMS: Upon City Council approval, the initial term of the agreement will begin on January 1, 2025, and will end on December 31, 2028.

RENEWAL OPTIONS: This agreement may be renewed for up to two (2) one-year renewal periods. This action does not require specific City Council approval provided that 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 upon approval of the above recommendation and adoption of the Fiscal Year 2025 Budget by the City Council, funds will be available in the Fiscal Year 2025 operating budget, as appropriated, in the Group Health Insurance and Retiree Healthcare Trust Funds. Prior to an expenditure being incurred, the Human Resources Department has the responsibility to validate the availability of funds.

<u>Submitted for City Manager's Office by:</u>	Reginald Zeno	8517
	Jesica McEachern	5804
<u>Originating Business Unit Head:</u>	Reginald Zeno	8517
	Dianna Giordano	7783
<u>Additional Information Contact:</u>	Jo Ann Gunn	8525
	Karen Quintero	8321