

Mayor and Council Communication

DATE: 11/30/21

M&C FILE NUMBER: M&C 21-0884

LOG NAME: 13P 21-0111 HEALTH CONSULTANT JC HR

SUBJECT

(ALL) Authorize an Agreement for a Health Consultant with IMA Financial Group, Inc. for Thirty-Seven Months with an Option to Renew for Two Additional One Year Periods in an Annual Amount Up to \$110,000.00 for the First Year, \$115,000.00 for the Second Year, and \$120,000.00 for the Third, Fourth (first renewal period), and Fifth Years (second renewal period) for a Combined Total of \$585,000.00 for the Human Resource Department

RECOMMENDATION:

It is recommended that the City Council authorize an agreement for a health consultant with IMA Financial Group, Inc. for thirty-seven months with an option to renew for two additional one year periods in an annual amount up to \$110,000.00 for the first year, \$115,000.00 for the second, and \$120,000.00 for the third, fourth (first renewal period), and fifth years (second renewal period) for a combined total of \$585,000.00 for the Human Resource department.

DISCUSSION:

The Human Resource Department approached the Purchasing Division to procure an annual agreement for a health consultant. The department will utilize this agreement to provide group benefits consulting services for the City of Fort Worth.

This Request for Proposals (RFP) was advertised in the *Fort Worth Star-Telegram* on April 21, 2021, April 28, 2021, May 5, 2021, May 12, 2021, and May 19, 2021. Nine responses were received, IMA Financial Group, Inc., Holmes Murphy & Associates, LLC., McGriff Insurance Services, Inc., Hub International Texas, Lockton-Dunning Series of Lockton Companies, LLC, DBA Lockton Dunning Benefits, Gallagher Benefit Services, Inc., Higginbotham Insurance Agency, Inc., USI Southwest, Inc., and Trion Group, a Marsh & McLennan Agency, LLC.

Higginbotham Insurance Agency, Inc. submitted a bid response without pricing, USI Southwest, Inc. submitted a bid response and failed to sign the Request For Proposals cover sheet, conflict of interest questionnaire, and proposer's contact information, and Trion Group, a Marsh & McLennan Agency, LLC. submitted a bid response without complete pricing and are considered non-responsive. The remaining bids were evaluated by using best value criteria, which included value proposition/proposed fees, experience with plan sponsors who have lowered cost while maintaining quality of benefits, quality of proposal/acceptability of proposals, innovation in solutions, the assessment of the responses including a review of proposer's capability and City's previous experience with the proposer, verification of proposers' references, and business equity firm participation. After evaluation, the panel concluded that IMA Financial Group, Inc. presented the best value to the City and therefore recommends the health consultant agreement to IMA Financial Group, Inc.

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.

Upon City Council's approval, the agreement shall begin upon execution of the agreement and shall end thirty-seven months from that date.

M/WBE OFFICE - IMA Financial Group, Inc. is in compliance with the City's Business Equity Ordinance by committing to 10% Business Equity participation on this project. The City's Business Equity goal on this project is 10%.

This agreement may be renewed for up to two one-year terms at the City's option. 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.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Group Health Insurance Fund to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Human Resources Department has the responsibility to validate the availability of funds.

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