

TO: Mayor and City Council

FROM: David Chanski, City Administrator/Clerk

RE: RFP for Health Insurance Broker

DATE: March 23, 2023

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The City has been using A.T. Group as its health insurance broker for many years. While A.T. Group has provided satisfactory service, it is a good rule of thumb to go back out to the market every 5 years or so. Therefore, staff is requesting authorization to issue the attached RFP for a health insurance broker.

The RFP is relatively straight forward. The selected broker will be responsible for soliciting, evaluating, and preparing health insurance benefit plan options for the City as well as acting as the City's representative to insurance companies. It is staff's intent for the selected broker to be given a 3-year contract that would cover the 2024, 2025, and 2026 benefit years.

The information regarding this RFP was provided to the Personnel & Finance Committee, and staff received no comments from the Committee. If approved by the City Council, staff would issue the RFP on April 4 and responses would be due by April 21. Staff would submit a recommendation on a broker for Council approval at the May 1 City Council meeting. The should put us in line to have a selected benefits plan in time for the setting of the preliminary budget in September.