

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Consulting Services for Employee Benefits Plans (Annual Contract) – RFP No. 21-0028
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of annual contract with NFP Corporate Services (SE), Inc. (Marietta, GA) for planning, brokering, implementing, and supporting the City’s employee benefits plans. The Human Resources Department will procure the services on an as-needed basis. The recommended vendor’s cost proposal is within budget.

NFP Corporate Services (SE), Inc. will partner with the Human Resources Department to accomplish the following goals:

- A. Achieve the most effective access to insurance carriers and benefits providers to include assisting the City with the design and development of the request for proposal (RFP), evaluating and identifying high-value proposals and comprehensive services for each benefit offered to CCG employees, including but not limited to:
 - 1. Health/medical plan
 - 2. Wellness, disease management and preventive care options
 - 3. Prescription Drug plan
 - 4. Medical Stop Loss
 - 5. Medicare supplement plan
 - 6. Flexible Benefit Administration
 - 7. EAP Services
 - 8. Basic Life Insurance
 - 9. Long-term disability protection
 - 10. COBRA/HIPAA administration
 - 11. Optional Life Insurance, including portable coverage
 - 12. Possible voluntary benefits, including life, cancer, dental, vision, long-term care and legal
 - 13. Identity Theft
- B. Provide an annual report outlining the in-force programs and their status, and a preliminary marketing report describing the market conditions for each benefit. This report should outline suggestions and recommendations for our strategy and will include the following items:
- C. Determine and recommend the most economical funding methods for the benefit programs.
- D. Represent Columbus Consolidated Government in all negotiations with providers on all issues including those related to fees, benefit levels, plan design, and special terms and conditions.

- E. Assist Columbus Consolidated Government with the implementation and communication of new programs or changes to existing programs, which will include attending and presenting information at Open Enrollment meetings.
- F. Reduce CCG's overall administrative costs.
- G. Provide a high level of customer service to the CCG to include evaluation of claims data, submission of executive reports and reconciliation of accounts.
- H. Provide assistance to CCG employees in resolving customer service issues, claims problems, annual open enrollment services (on site for up to two (2) weeks in October) and continuing remote enrollment services as appropriate for both current and new CCG employees.
- I. Provide an efficient and cost-effective means of processing information and/or claims.
- J. Advise Columbus Consolidated Government of any new developments in the law and employee benefit programs on an ongoing basis; help keep government legally compliant.
- K. Provide quarterly management reports for all benefit products.
- L. Assist the human resources team in administering all employee benefit plans, responding to questions from and providing information to staff and employees of Columbus Consolidated Government.
- M. Make recommendations and assist HR with communicating employee benefits information to new employees in orientation and to existing employees.

The term of the contract will be for two (2) years with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Annual Contract History:

The previous 5-year contract was awarded to ShawHankins, Inc. (now NFP Corporate Services (SE), Inc.) on July 14, 2015, per Resolution No. 200-15.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar on February 11, 2021. This RFP has been advertised, opened, and evaluated. Seven (7) proposals were received on March 12, 2021, from the following:

- NFP Corporate Services (SE), Inc. (Marietta, GA)**
- Benalytics Consulting Group, LLC (Marietta, GA)
- EPIC Insurance Brokers & Consultants (Duluth, GA)
- Marsh & McLennan Agency, LLC/J. Smith Lanier &Co. (Columbus, GA)
- McGriff Insurance Services (Kennesaw, GA)
- OneDigital (Atlanta, GA)
- The Blue Group (Memphis, TN)

The following events took place after receipt of the proposals.

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action

Pre-Evaluation Meeting	05/12/21	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the using department representative provided an overview. Proposals were emailed to each committee member to review.
1 st Evaluation Meeting	06/01/21	The Evaluation Committee discussed each proposal and determined clarifications were not required from any of the firms.
Evaluation Forms Sent	06/08/21	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Returned	07/20/21	The last set of evaluation forms were returned to the Purchasing Division.
Evaluation Results & Committee Recommendation	07/21/21	The evaluation results were forwarded to the committee. The voting committee members unanimously recommended award to the highest-ranking firm of NFP Corporate Services (SE), Inc.

Evaluation Committee:

The proposals were reviewed by members of the Evaluation Committee, which consisted of one (1) voting member from the City Manager’s Office, one (1) voting member from the Human Resources Department, and one (1) voting member from the Finance Department.

A representative from the Parks and Recreation Department and a representative from the Columbus Police Department served as alternate voters.

An additional representative from the Human Resources Department and an additional representative from the Finance Department served as non-voting advisors.

Award Recommendation:

Based on the evaluation results, the Committee unanimously recommended award to NFP Corporate Services (SE), Inc., who was the highest ranked vendor.

Vendor Qualifications/Experience:

- The Shaw Agency was formed in 1963 by in Cartersville, Georgia. Randy Shaw joined the agency in 1976 and Scott Hankins in 1988. In 1998, Randy Shaw and Scott Hankins purchased The Shaw Agency, and the name was changed to ShawHankins. The Shaw Agency operated for almost 60 years until it joined NFP in April 2019.
- NFP was established in 1999 as National Financial Partners and is headquartered in New York. The firm is currently majority owned by Madison Dearborn Partners, LLC and HPS Investment Partners, LLC.
- NFP has over 65,000 corporate clients, 5,700 employees, over 260 offices across the United States, and over 45 international offices across the UK, Puerto Rico & Canada. The firm has Georgia offices in Marietta, Albany, Cartersville, and Statesboro.

- The firm absorbs 100% of the cost for the bswift technology solution that is currently utilized by the City. Fifty-six of NFP's Georgia clients utilize the bswift platform, which represents over 40,000 employees plus their covered dependents.
- Listed below are the last three (3) clients for whom the firm is *currently* providing the same or similar services:
 - o City of Albany, GA 2008 – Current
Provides full consulting, brokerage and communication services for all employee benefits, including a fully self-funded medical plan with onsite clinics, benefits administration system, as well as administration of the FSA plan, COBRA and ACA compliance for the City's 1500 employees plus retirees.
 - o Paulding County (GA) Board of Commissioners 2019 – Current
Provides full consulting, brokerage and communication services for all employee benefits, including a fully self-funded medical plan, benefits administration system, as well as administration of the FSA plan, COBRA and ACA compliance for the City's 900 employees plus retirees.
 - o Macon-Bibb (GA) Consolidated Government 2019 – Current
Provides full consulting, brokerage and communication services for all employee benefits, including a fully self-funded medical plan, benefits administration system, as well as administration of the FSA plan, COBRA and ACA compliance for the City's 2100 employees plus retirees.

The City's Procurement Ordinance, Article 3-110, (Competitive Sealed Proposals (Negotiations)) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT WITH NFP CORPORATE SERVICES (SE), INC. (MARIETTA, GA) FOR PLANNING, BROKERING, IMPLEMENTING, AND SUPPORTING THE CITY’S EMPLOYEE BENEFITS PLANS. THE HUMAN RESOURCES DEPARTMENT WILL PROCURE THE SERVICES ON AN AS-NEEDED BASIS. THE RECOMMENDED VENDOR’S COST PROPOSAL IS WITHIN BUDGET.

WHEREAS, an RFP was administered (RFP No. 21-0028) and seven (7) proposals were received; and,

WHEREAS, the proposal submitted by NFP Corporate Services (SE), Inc. (Marietta, GA) met all proposal requirements and was evaluated most responsive to the RFP; and,

WHEREAS, the contract period shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute an annual contract with NFP Corporate Services (SE), Inc. (Marietta, GA) for planning, brokering, implementing, and supporting the City’s employee benefits plans. Funds are budgeted each fiscal year for this ongoing expense: Employee Health Insurance Fund - Human Resources – Health Insurance Fees – Professional Services; 0850-220-3320-HLTH-6311.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2021 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting _____.
Councilor Barnes voting _____.
Councilor Crabb voting _____.
Councilor Davis voting _____.
Councilor Garrett voting _____.
Councilor House voting _____.
Councilor Huff voting _____.
Councilor Thomas voting _____.
Councilor Tucker voting _____.
Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor