

**SUBMITTED BY:** Rocio Garcia-Pedroza, HR Manager

**MANAGEMENT TEAM REVIEW:** Ana Urquijo, City Manager

**FOCUS AREA:** Other / NA

**ORGANIZATIONAL  
IMPROVEMENTS:**

**SUBJECT: BENEFITS CONSULTANT/BROKER SERVICES**

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**EXECUTIVE SUMMARY:**

The city published a Request for Proposal (RFP) for Benefits Consultant/Broker Services.

**BACKGROUND:**

The city published an RFP on October 9, 2024 for Benefits Consultant/Broker Services. The following four firms submitted bids under this RFP: Gallagher Benefits Services, Inc, GBS Arizona, Moreton & Company, and USI Insurance Services LLC.

A bid evaluation was made by a team according to the following factors:

- Qualifications Experience and Expertise (20%)
- Method of Approach (20%)
- Consultant Questionnaire Responses (20%)
- Pricing (40%)

The firms scored as follows:

- Gallagher Benefits Services, Inc – 94.7%
- GBS Arizona – 95.3%
- Moreton & Company – 79.0%
- USI Insurance Services LLC – 87.7%

The prices proposed by the firms are as follows:

- Gallagher Benefits Services, Inc – \$48,960 per year
- GBS Arizona – \$12 per employee per month plus commission on ancillary lines of coverage (approximate \$42,000 per year)
- Moreton & Company – \$7,000 per month (\$84,000 per year)
- USI Insurance Services LLC - \$60,000 per year

**DISCUSSION:**

Staff recommends continuing the appointment of GBS Arizona as the City of Douglas' Benefits Consultant/Broker effective 1/1/2025, with the stipulation of adding a Mexico network option within one year.

**FISCAL IMPACT:**

\$12 per employee per month, which on average equates to \$26,600 per calendar year.

**“...I MOVE THAT THE MAYOR AND COUNCIL APPROVE GBS ARIZONA AS THE CITY OF DOUGLAS' BENEFITS CONSULTANT/BROKER.”**