

MAYOR AND COUNCIL COMMUNICATION

DATE: April 18, 2023
TO: Mayor and Council
FROM: Lisa Hernandez, Human Resources Director
THROUGH: Crystal Caldera, City Manager
SUBJECT: Presentation & Selection - RFP for Insurance Agent of Record
SPONSOR(S): N/A

PURPOSE

To select an Insurance Agent of Record from the Top Two Rated Firms upon Presentation and Authorize the City Manager to enter into a contract for professional services with the selected Insurance Agent of Record for the City's employee group insurance plans.

The services of a professional insurance broker serving as the City's Insurance Agent of Record, provides expertise in identifying the best group plans that meets the city's needs, brings current knowledge of market trends, rates, and plan structures, and has the ability to present a larger client pool for negotiations.

The committee was comprised of Assistant Police Chief Tacquard; Assistant Fire Chief Burnside, Assistant Public Works Director Dimaline, City Secretary Passailaigue, and Human Resources Director Hernandez. The committee evaluated each firm individually and completed a matrix using an average score calculation.

FISCAL IMPACT

The Commissions paid to the Insurance Agent of Record have no direct fiscal impact on the city; the commissions are paid as a part of the health insurance premium fee structure.

RECOMMENDATION

Due to the 1-point differential, the Review Committee recommends final selection be at the discretion of City Council.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary