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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** ROBIN PIKAL, FINANCE DIRECTOR  
**SUBJECT:** BENEFIT CONSULTING SERVICES – AGENT OF RECORD  
**DATE:** APRIL 25<sup>TH</sup>, 2026

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The City has partnered with our current benefits consultant (aka: Agent of Record), Gallagher, for many years. During that time, we have been satisfied with the level of service, professionalism, and support provided. Their team has been responsive and knowledgeable, helping us navigate an increasingly complex benefits landscape.

While we value our longstanding relationship with Gallagher, it is considered a best practice, particularly in municipal operations, to periodically solicit proposals for professional services. Issuing a Request for Proposals (RFP) allows the City to:

- Ensure we are receiving competitive pricing and fee structures
- Evaluate the full range of services, tools, and innovations available in the market
- Confirm that our current consultant continues to meet our evolving needs
- Maintain transparency and accountability in the procurement process
- Align with good governance and fiduciary responsibility standards

The RFP will request comprehensive benefit consulting services and would take effect July 1, 2026.

Gallagher will be invited to participate in the RFP process and submit a proposal alongside other qualified firms. Our decision to issue an RFP is not a reflection of dissatisfaction, but rather part of a prudent and proactive review process to ensure the City continues to receive the highest value and service.

Staff has included the RFP for your review.

**Recommendation:**

Staff recommends issuing an RFP process for Benefit Consulting Services – Agent of Record