

Meeting Date
March 21, 2017



AGENDA	
Section	Consent
Item No.	II, C, 3.

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Employee Benefits Consulting Service Contract between Brevard County Board of County Commissioners and RobinsonBush, Inc.
DEPT/OFFICE:	Office of Human Resources/Employee Benefits

Requested Action:
It is requested that the Board accept the recommendation of the Employee Benefits Insurance Advisory Committee to retain RobinsonBush as the Board's employee benefits consultant and authorize the Human Resource Director to execute a multi-year contract for consulting services with RobinsonBush, Inc.

Summary Explanation & Background:
An RFP for employee benefits consulting services (#P-3-1703) was published by the Board of County Commissioners in order to evaluate market alternatives for these services. Three vendors, including the incumbent consultant (RobinsonBush, Inc.), submitted proposals and made presentations to the Board's Employee Benefits Insurance Advisory Committee (EBIAC) on January 31, 2017. Upon completion of these presentations the EBIAC scored and ranked the proposals and presentations received.
Fees for Professional Services from all the proposals received in response to this RFP accounted for 30% of the scoring by the EBIAC. The consultant's technical approach & services provided accounted for 30% of their score while the firm's qualifications accounted for another 30% of their score and the firms experience accounting for the remaining 10% of their score. Additional points were awarded based on local preference options in accordance with Board policy.
Based on the scoring of the Board of County Commissioners EBIAC, it was the committee's recommendation that RobinsonBush, Inc. be retained as the employee benefits consultant to the Board of County Commissioners if RobinsonBush agreed to renegotiate their fees to reflect the lowest cost proposal received as part of this RFP process. After meeting with RobinsonBush, the following fees for service were agreed upon: \$95,000 year one through three of the contract and scheduled increases in year four and five of no more than CPI with performance guarantees placing 30% of Consulting Fees at risk annually if agreed upon deliverables are not met each year. These fees and guarantees are equal to those proposed in the lowest cost proposal evaluated by the EBIAC as part of this RFP process and will result in a fee reduction of \$7,650 per year from current fees (\$22,950 total over the first 3 years of this agreement). The contract for services is to become effective the first of the month following Board approval and run for a period of five (5) years
RobinsonBush, Inc. is a professional consulting firm specializing in employee benefits located in Orlando Florida. The firm has provided employee benefits consulting services to Brevard County BOCC since 2004. RobinsonBush, Inc. also provides ongoing consulting services to large private and public sector employers including, The City of Orlando, Orange County BOCC, Duval County School Board, Polk County School Board and Universal Studios Orlando.

Clerk to the Board Instructions:

Exhibits Attached: EBIAC Ranking Sheet for RFP #P-3-1703; Benefits Consulting Service Agreement.

Contract /Agreement (If attached): Reviewed by County Attorney Yes No PR

County Manager 	Assistant County Manager Frank Abbate 	Department Director / Extension Gerard Visco, x52031
Stockton Whitten	Assistant County Manager	

RANKING SHEET for PROPOSAL # P-3-17-03
Employee Benefits Consulting

MEETING DATE: January 31, 2017 starting @ 10:00 a.m.

Posting Date: 02/01/17 @ 9:00 a.m. APPEALS MUST BE FILED BY: 02/08/17 @ 5:00 p.m.

POSTED BY: Leslie Rothering

	Lockton Companies	RobinsonBush Inc.	Siver Insurance Consultants	
Selection Committee Member				
Frank Abbate	2	1	3	
Liz Alward	2	1	3	
Paula Bernston	2	1	3	
Cecilia Burke	2	1	3	
Chris DiSciascio	2	1	3	
Christine Furr	1	3	2	
Victor Luebker	2	1	3	
Molly Tice	1	2	3	
Jill Hayes	2	1	3	
Ron Forknall	2	1	3	
Ed Washburn	2	1	3	
Ed Watkins	2	1	3	
Milo Zonko	1	3	2	
Total	23	18	37	
RANK	2	1 *	3	

The Selection Committee completed the review and evaluation of the proposal submittals for the above referenced solicitation. The Purchasing Services Office hereby provides notification of Rankings based on the decision of the Selection Committee in order as follows:

LIST OF FIRMS IN RANK ORDER: (1) RobinsonBush Inc; (2) Lockton Companies; (3) Siver Insurance Consultants

Selection Committee voted 12-1 to negotiate with #1 ranked proposer RobinsonBush; if the County cannot negotiate a successful contract, the County may terminate said negotiations and begin negotiations with the next highest ranked proposer

Brevard County encourages prompt and fair handling of all complaints and disputes with the business community. Filing of any disputes and appeals shall be in accordance with procedures specified in bid documents.



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

March 22, 2017

M E M O R A N D U M

TO: Jerry Visco, Human Resources Director

RE: Item II.C.3., Contract with RobinsonBush, Inc. for Employee Benefits Consulting Services

The Board of County Commissioners, in regular session on March 21, 2017, accepted the recommendation of the Employee Benefits Insurance Advisory Committee to retain RobinsonBush, Inc. as the Board's employee benefits consultant; and authorized you to execute a multi-year contract for consulting services with RobinsonBush, Inc.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/ds

cc: Finance
Budget