

**STATEMENT OF BUDGET IMPACT**  
**(Policy Number 94-45)**  
**Budgetary Review of Proposed Resolution &**  
**Ordinances with Financial Implication.**

**Date:** June 21, 2016

**File:** BIS 16 – 222

**File:** TMP-2016-328

**Proposed Legislation:**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE THE ATTACHED AGREEMENT BETWEEN THE HIGHEST RANKED FIRM AND THE CITY OF HOLLYWOOD TO PROVIDE BENEFITS CONSULTANT SERVICES

**Statement of Budget Impact:**

1. ☐ No Budget Impact associated with this action;
2. ☒ Sufficient budgetary resources identified/available;
3. ☐ Budgetary resources not identified/unavailable;
4. ☐ Potential Revenue is possible with this action;
5. ☒ Will not increase the cost of Housing;
6. ☐ May increase the cost of Housing; (CDAB review required)

**Explanation:**

This Resolution seeks the authorization and approval for the appropriate City Officials to enter into and execute an agreement between the highest ranked firm and the City of Hollywood for the provision of employee healthcare and benefits consultant services for the City's Employees and Retiree Benefits Program. Previously, on June 2, 2016, the City issued a Request for Proposals, RFP, identified as RFP Number 4513-16-RD soliciting proposals for the previously described consulting services from interested, qualified firms. By the closing date of the solicitation, June 16, 2016, the City had received proposals from two (2) interested firms. The responses were opened, reviewed and evaluated by a review committee comprised of City staff. Both responses were deemed to be responsive and responsible responses. Following the review and evaluation of the proposals received, The Gehring Group, Inc. was determined to be the highest ranked proposal based upon the scoring criteria contained in the solicitation document which listed the following evaluation factors:

- Key personnel,

- Corporate experience,
- References, and
- Pricing.

The proposed agreement between the City and the selected respondent firm provides for an initial two (2) year term with an option to renew the base agreement for two (2), one (1) year renewal periods. The fees to be paid to the successful consulting firm would be on a monthly fixed billing to include all costs for the initial term of the base agreement. The proposed base agreement submitted by The Gehring Group, Inc. proposes a monthly fee of \$12,500.00 or \$150,000.00 annually for the first two years of the base agreement. The Gehring Group has also proposed an optional service, BenTek Online Enrollment & Administration System, for an additional \$20,000.00 annually. Funding for the costs incurred pursuant to the base agreement, if successfully concluded, in FY 2016 will be provided in account #58.1241.00000.590.009199 and the cost in future fiscal years of the base` agreement and any renewals will be included as part of the appropriate future fiscal year's proposed operating budget subject to the approval of the City Commission.

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