Small Business Development Division

Project Worksheet

Project/Contract Title: BENEFITS CONSULTING SERVICES
Project/Contract No: RFP-00615
Department: HUMAN RESOURCES
Estimated Cost of Project/Bid: $936,000.00
Funding Source: SELF INSURANCE TRUST FUND

Description of Project/Bid:
The County is soliciting proposals from qualified and experienced firms to provide a broad range of actuarial and benefits consulting services in support of the County’s Employee Benefits Program administered by the Benefits and Compensation Division of the Human Resources Department. The Program provides a wide array of benefits to eligible employees, retirees, Consolidated Omnibus Budget Reconciliation (COBRA) participants, and eligible dependents. Benefit plans include group medical, dental, vision, term life, supplemental life, disability, legal, Florida Retirement System administered pension benefits, and Internal Revenue Service (IRS) Section 125 flexible spending accounts and Sections 457(b) and 491(a) tax-deferred retirement plans.

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<th>Measure Selection Factor</th>
<th>Program SBE/GS</th>
<th>Goal Percent</th>
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Reasons for Recommendation
An analysis of the factors contained in the project package, as well as, an analysis of Implementing Order 3-41 indicates a Section Factor is appropriate for this contract as it is a Request for Proposal. Letters of Availability to Bid were sent out to the firms certified in the applicable commodity code however, less than three (3) firms responded as being available to meet the contract requirements.

There are twelve (12) certified SBE firms in the applicable commodity codes.

Commodity Code: 91840-Employee Benefits Consulting, 91885-Personnel/Employment Consulting

Small Business Contract Measure Recommendation

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<th>Subtrade</th>
<th>Cat.</th>
<th>Estimated Value</th>
<th>% of Items to Base Bid</th>
<th>Availability</th>
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Total

Living Wages: YES □ NO X □
Responsible Wages: YES □ NO X □

Responsibility for Wages and Benefits applies to all construction projects over $100,000 that do not utilize federal funds. For federally funded projects, unless prohibited by federal or state law or disallowed by a governmental funding source, the HIGHER wage between Davis Bacon and Responsible Wages and Benefits shall apply.

REVIEW RECOMMENDATION

Tier 1 Set Aside
Set Aside Level 1 Level 2 Level 3
Trade Set Aside (MCC) Goal Bid Preference
No Measure Deferred Selection Factor
CWP

Tier 2 Set Aside

SBK Director 11/28/17