



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

Received Date: 11/28/2017

Funding Source:

SELF INSURANCE TRUST
FUND

Resubmittal Date(s):

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 401(a) tax-deferred retirement plans.

Contract Measures Recommendation

Measure

Selection Factor

Program

SBE/GS

Goal Percent

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

Subtrade

Cat.

Estimated Value

% of Items

to Base Bid

Availability

Total

Living Wages: YES ☐ NO ☒

Responsible Wages: YES ☐ NO ☒

Responsible Wages and Benefits applies to all construction projects over \$100,000 that do not utilize federal fund. 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

Tier 2 Set Aside

Set Aside

Level 1

Level 2

Level 3

Trade Set Aside (MCC)

Goal

Bid Preference

No Measure

Deferred

Selection Factor

CWP

SBD Director

Date