EMPLOYEE SERVICES DEPARTMENT

MEMORANDUM

Date: April 6, 2017

To: Gregory Pease, Chairman
Professional Services Evaluation Committee

From: Robert Parr, Chief, Compensation and Benefits
Mary DiPerna, Manager, Compensation and Benefits
Employee Services Department

Subject: **Review of RFP Submittals for P-41-17 Employee Benefits Consultant**

The Employee Services Department invited ten (10) firms to bid and we received only two (2) proposals for the RFP solicitation for the Employee Benefits Consultant RFP (P-41-17).

Per Section 126.302(f) of the Procurement Code if:

"PSEC receives responses from less than three proposers, it shall resolicit proposals from proposers previously solicited and from additional persons, unless it determines, in writing, that no advantage would be obtained by resoliciting. Notwithstanding the number of responses received, PSEC may proceed to consider those proposers responding to the resolicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by resoliciting."

The existing contract for services with Gallagher Benefit Services expires on December 31, 2017 and there are no extension provisions in the existing contract beyond December 31st.

Considering the foregoing information, staff requests the process that should be followed in order to ensure the continued services of the Employee Benefits Consultant