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HUMAN RESOURCES DEPARTMENT

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MEMO

To: Alderperson Konetzke and Members of the Human Resources/I.T. Committee
From: Sandy Behnke, Human Resources Director
Date: November 16, 2016

Re: Request to award 3 year contract to Associated Benefits and Risk Consulting (ABRC)
(Formerly Associated Financial Group) to provide benefit consulting services for 2017,
2018 and 2019.

Pursuant to the City's Purchasing Policy, the Human Resources Department issued an RFP for benefit consulting services. The responses were evaluated by staff from the Finance Department, Legal Services Office and the Human Resources Department. There were six (6) respondents that were evaluated on the following criteria:

A Transmittal Letter introducing the firm, size, structure and narrative on the qualifications to provide the requested services.

Qualifications and Experience of the Firm and Key Personnel

Governmental Experience

Approach to the Engagement

References

Cost/Fee

The results of the scoring (100 point maximum) are indicated below:

<u>Firm Name</u>	<u>Score</u>
Associated Benefits & Risk Consulting	86.50
Willis Towers Watson	85.75
The Horton Group	84.75
M3	82.50
Kunkel & Associates	75.25
Cottingham & Butler	70.50

As a result of the scoring, demonstrated results, history and experience with ABRC, the review team recommended selecting Associated Benefits & Risk Consulting. The contract proposes a flat fee of \$66,000 annually which is reduced by commissions that ABRC receives on Voluntary Accident Insurance (approximately \$3,000 annually). ABRC is offering a two year rate guarantee with a proposed 3% increase in the third year and an option to renew for two additional years beyond 2019.