

★ Roll Call Number

08-1469

Agenda Item Number

54

Date August 11, 2008

**AUTHORIZING AN RFP FOR A CONSULTANT TO ASSIST THE CITY FOR DEVELOPMENT AND EVALUATION OF AN RFP FOR THE CITY'S EMPLOYEE HEALTH PLANS AND FLEXIBLE SPENDING ACCOUNT ADMINISTRATION**

WHEREAS, the City of Des Moines provides its employees and retired employees with health and dental insurance benefits and administers a Flexible Spending Account; and

WHEREAS, with such costs ever increasing, it is desirous to conduct a health care benefit study to identify the most competitive rates for coverage as of FY09; and

WHEREAS, it is recommended that an RFP be issued for benefit consulting services which will include the consultant conducting an RFP to obtain a service provider; and

WHEREAS, in order to conduct the RFP on behalf of the City, the consultant may have access to proprietary information that the City would not otherwise have without benefit of a consultant; and

WHEREAS, due to the expertise required to evaluate the responses of the potential service providers, city staff may not be involved in the competitive process to the extent generally contemplated by the City's procurement ordinance of the Des Moines Municipal Code; and

WHEREAS, the City Manager recommends that the City Council find that good cause is found to exempt this procurement selection from the procurement ordinance to the extent necessary due to the expertise required to evaluate the proposals and the access to proprietary information; and

WHEREAS, the process of selecting an insurance provider shall be a competitive one and subject to the approval of the City Manager or his designee but excepting the process from the terms of the procurement ordinance pursuant to Section 2-710(b) to the extent necessary.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Des Moines, Iowa:

1. That city staff is directed to issue an RFP to obtain proposals for benefit consulting services consistent with the goals outlined in the attached Council Communication; and
2. That Human Resources Department staff is authorized to negotiate an agreement with the selected consultant for an amount not to exceed \$60,000.00, subject to approval as to form by the Legal Department; and

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3. That the Mayor is authorized to sign and approve said consulting agreement for and on behalf of the City of Des Moines, Iowa; and
4. That good cause is shown due to the expertise needed to evaluate the proposals received and access to the proprietary information that the competitive process conducted by the selected consultant may be excluded from the City's procurement ordinance process to the extent necessary pursuant to Section 2-710(b) of the Municipal Code; and
5. That the basic terms of the administration of the RFP process for the employee health plans and flexible spending account administration RFP developed by the selected consultant shall be subject to the approval of the City Manager.

Moved by Coleman to adopt.  
 (Council Communication No. **08-502**)

Approved as to form:

Carol Moser by AD  
 Legal Department

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE	✓			
COLEMAN	✓			
HENSLEY	✓			
KIERNAN	✓			
MAHAFFEY	✓			
MEYER	✓			
VLASSIS	✓			
TOTAL	7			

**CERTIFICATE**

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

MOTION CARRIER APPROVED  
T. M. Franklin Cownie  
 Mayor

Diane Rauh City Clerk