

### Agenda Item Details

Meeting	Sep 27, 2021 - Regular Meeting
Category	8. Consent Agenda
Subject	8.13 RFP 21-01 Employee Benefits Brokerage & Consulting Services, presented by Vince Windham, Program Director, Purchasing, and recommended by the Superintendent for approval.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Budgeted	No

**Recommended Action** Motion to approve the committee's recommendation for RFP 21-01 Employee Benefits Brokerage & Consulting Services. The committee recommends entering into contract negotiations with the highest ranked respondent, Acentria Public Risk.

### Public Content

Request approval of the committee's recommendation for RFP 21-01 Employee Benefits Brokerage & Consulting Services. The committee recommends entering into contract negotiations with the highest ranked respondent, Acentria Public Risk. Copies of the RFP Committee Recommendation and minutes are attached.

For additional information, please contact Russ Frakes, Program Director, Risk Management, at (850) 833-5823.

RFP21-01 Committee Recommendation - Mtg 09-14-21.pdf (101 KB)

RFP 21-01 BOG Meeting MINUTES 7-26-21.pdf (627 KB)

RFP 21-01 BOG Meeting MINUTES 9-14-21.pdf (733 KB)

### Administrative Content

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items have been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.*

**Motion & Voting**

Motion to approve the Consent Agenda and all of the Consent Agenda items as recommended by the Superintendent

Motion by Linda Evanchyk, second by Diane Kelley.

Final Resolution: Motion Carries

Yes: Tim Bryant, Linda Evanchyk, Marti Gardner, Diane Kelley, Lamar White



**RFP 21-01  
Employee Benefits Brokerage & Consulting Services  
RFP Committee Recommendation**

Committee Member	FBMC Benefits Management	Acentria Public Risk	Lockton Companies	Hub Public Risk Inc.	The Gehring Group, Inc.	Barnes Ins & Financial Svc.
Jordan Appelberg	Ranking: 6 Points: 0	Ranking: 1 Points: 3	Ranking: 4 Points: 0	Ranking: 3 Points: 1	Ranking: 2 Points: 2	Ranking: 5 Points: 0
Angelique Cox	Ranking: 6 Points: 0	Ranking: 1 Points: 3	Ranking: 5 Points: 0	Ranking: 2 Points: 2	Ranking: 4 Points: 0	Ranking: 3 Points: 1
Dr Lee Hale	Ranking: 5 Points: 0	Ranking: 1 Points: 3	Ranking: 5 Points: 0	Ranking: 2 Points: 2	Ranking: 4 Points: 0	Ranking: 3 Points: 1
Patrick Strong	Ranking: 6 Points: 0	Ranking: 1 Points: 3	Ranking: 5 Points: 0	Ranking: 3 Points: 1	Ranking: 4 Points: 0	Ranking: 2 Points: 2
Julie Perry	Ranking: 6 Points: 0	Ranking: 1 Points: 3	Ranking: 3 Points: 1	Ranking: 5 Points: 0	Ranking: 2 Points: 2	Ranking: 4 Points: 0
<b>Total Ranking Points:</b>	<b>0 Points</b>	<b>15 Points</b>	<b>1 Point</b>	<b>6 Points</b>	<b>4 Points</b>	<b>4 Points</b>

**Ranking Points:**

At the RFP Evaluation Committee Meeting, each member lists the highest ranked firms based on the points received on the committee member’s individual score sheet for each firm. The firm ranked as number one receives three (3) points. The firm ranked as number two receives two (2) points. The firm ranked as number three receives one (1) point. The individual ranking points of each of the RFP Evaluation Committee members are added together to produce a total ranking points score for each firm. The firm with the highest total ranking points is ranked number one.

**Committee Recommendation:**

The Evaluation Committee for RFP 21-01 Employee Benefits Brokerage & Consulting Services met in public session on September 14, 2021. After receiving presentations and committee discussion the committee members individually evaluated the proposals and then collectively ranked the respondents for contract negotiation purposes. A motion was made to rank Acentria Public Risk as the highest ranked respondent and the motion carried by a majority vote. The committee recommendation is to enter into contract negotiations with the highest ranked respondent Acentria Public Risk.

**Final Rankings (Top 3):**

1. Acentria Public Risk
2. Hub Public Risk, Inc.
3. Barnes Insurance & Financial Services (Tie)
3. The Gehring Group, Inc. (Tie)

**Committee Members:**

Jordan Appelberg  
Angelique Cox  
Dr Lee Hale  
Patrick Strong  
Julie Perry

“Failure to file a protest within the time prescribed in Florida Statutes 120.57, Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.”

RFP 21-01 EMPLOYEE BENEFITS BROKERAGE & CONSULTING SERVICES  
BENEFITS OVERSIGHT GROUP MEETING  
JULY 26, 2021

The Benefits Oversight Group met on July 26, 2021, at the School District Administration Building, 202A N. Highway 85, Niceville.

PRESENT: Dr. Lee Hale, Assistant Superintendent, Human Resources and Committee Chair  
Julie Perry, Interim Chief Financial Officer  
Angelique Cox, Chief Negotiator, OCEA  
Patrick Strong, President, OCESPA  
Jordan Appelberg, President, OCEA  
C. Jeffrey McInnis, Esq., Attorney to the Board

Mr. McInnis instructed the committee to elect a chairperson. Angelique Cox made the nomination to elect Patrick Strong as chair, Jordan Appelberg seconded it and the motion was carried unanimously.

Patrick Strong called the meeting to order at 2:00 p.m., for the purpose of reviewing the responses received by the Okaloosa County School District to RFP 21-01 Employee Benefits Brokerage & Consulting Services and to develop a schedule and determine a process for proceedings in this matter.

Mr. McInnis explained that because the committee is making a recommendation to the School Board, they are bound by the provisions of Florida's Sunshine Law and Public Records Law. There should be no communication between committee members or anyone acting on their behalf of the proceedings outside of the properly published and noticed meetings. In accordance with the Public Records Law, all materials created by members of the committee will be turned over to the Purchasing Department to become part of the permanent public records of the selection process.

Vince Windham stated that he had received six responses for this RFP. Mr. Windham reported that all the proposals were responsive in that they met the basic submittal requirements. There were three respondents who submitted their financial statements and three who did not submit them.

Dr. Hale moved to accept all proposals as responsive, Jordan Appelberg seconded the motion and it passed unanimously.

Dr. Hale made the motion to have a second meeting to conduct vendor interviews with all respondents, Angelique Cox seconded it and the motion carried unanimously.

Mr. McInnis stated that the usual process is to allow for a certain amount of time for presentation, a certain amount of time for questions and a small break between presenters.

Angelique Cox moved to have ten minutes for presentations, fifteen minutes for questions and five minutes for a break between presenters, Julie Perry seconded the motion and it carried unanimously.

Mr. McInnis asked if each committee member had examined the proposals for conflict of interest and had completed the Conflict of Interest and Confidentiality Statements. Each committee member verbally confirmed when asked by Mr. McInnis that they had no conflicts to declare in relation to these companies and had turned their signed forms in.

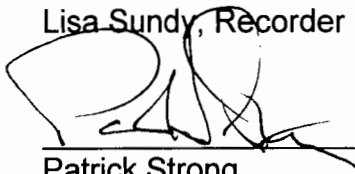
Mr. Windham stated that the committee has been tasked to evaluate each respondent based on the criteria specified in the RFP and to develop a recommendation to the School Board in ranked order for contract negotiation purposes. The rankings will be based upon points received during the evaluation process. The firm with the highest final score will be ranked number one. The committee will recommend its selections for contract negotiation purposes to the School Board, who will act upon the recommendation. Upon board approval of the rankings the District will begin negotiations with the highest ranked respondent.

Mr. McInnis asked that committee members not have any communication with any of the vendors.

Mr. Windham stated that there are four areas on the scoring sheet that the committee members will be scoring. He clarified that he will score item three, Costs and Fees for the Annual Brokerage Fee. For item four, References, Mr. Windham offered for the Purchasing Department to submit a form to each reference listed and submit the responses to the committee. The committee accepted his offer.

Dr. Hale made the motion to adjourn, Jordan Appelberg seconded it and the motion passed unanimously. The meeting was adjourned at 2:20 p.m.

Lisa Sundy, Recorder

A handwritten signature in black ink, appearing to read 'Patrick Strong', is written over a horizontal line.

Patrick Strong  
Committee Chair

RFP 21-01 EMPLOYEE BENEFITS BROKERAGE & CONSULTING SERVICES  
BENEFITS OVERSIGHT GROUP MEETING  
September 14, 2021

The Benefits Oversight Group met on September 14, 2021, at the School District Administration Building, 202A N. Highway 85, Niceville.

PRESENT: Dr. Lee Hale, Assistant Superintendent, Human Resources  
Julie Perry, Interim Chief Financial Officer  
Angelique Cox, Chief Negotiator, OCEA  
Patrick Strong, President, OESP and Committee Chair  
Jordan Appelberg, President, OCEA  
C. Jeffrey McInnis, Esq., Attorney to the Board

Mr. Strong called the meeting to order at 9:30 a.m., for the purpose of receiving presentations and conducting interviews with the firms that responded to RFP 21-01 Employee Benefits Brokerage & Consulting Services and developing a recommendation to be presented to the Board regarding the responses.

Mr. McInnis stated that the committee voted on a schedule of thirty minutes for each presentation. He reminded the committee members that they have scoring sheets for each vendor and at the end of the presentation they will complete the scoring sheets for each presentation and call out their scores to Mr. McInnis and Mr. Windham to tabulate results. If the committee is satisfied with the ranking results they will adopt a motion to recommend that ranking to the School Board.

Mr. McInnis reminded the committee that in accordance with the Public Records Law, all materials created by members of the committee will be turned over to the Purchasing Department to become part of the permanent public records of the selection process.

The committee members asked Mr. Windham for copies of the returned references for item four on the score sheets.

FBMC gave their presentation and responded to questions from the committee members.

Mr. McInnis explained that the committee could decide to close the presentation part of the meeting or keep the entire meeting open to the public. Mr. McInnis asked the committee for a motion. Dr. Hale moved to keep the entire meeting open to the public, Angelique Cox seconded it and the motion was carried unanimously. Mr. McInnis noted for the record that the meeting was open to the public for the first presentation.

Acentria Public Risk gave their presentation and responded to questions from the committee members.

Lockton Companies gave their presentation and responded to questions from the committee members.

Hub Public Risk gave their presentation and responded to questions from the committee members.

Gehring Group gave their presentation and responded to questions from the committee members.

Barnes Insurance and Financial Services Group gave their presentation and responded to questions from the committee members.

Patrick Strong led the committee through discussion in the order that presentations were given, then recessed the meeting so that committee members could complete their scoring.

Mr. Windham gave the scoring calculations for each firm based on a formula for the brokerage fee amounts for the evaluation criteria under item three Cost/Fees.

The meeting was called back to order at 1:02 p.m. Mr. McInnis stated that each committee member should assign scores, total the scores and assign ranking points for each vendor. They must then sign the six score sheets. Members are then to call out their scores and Mr. McInnis will make a consolidated score sheet. He will assign a ranking based on the raw scores with the highest scoring firm receiving three (3) points, the next highest receiving two (2) points, and the next highest score receiving one (1) point. The firm with the highest points is the firm to consider when the committee makes its recommendation to the Board.

Mr. McInnis asked each committee member to announce their individual scores and their ranking points for each firm. The scores were then tabulated as follows:

Acentria Public Risk	15 ranking points
Hub Public Risk	6 ranking points
Gehring Group	4 ranking points
Barnes Insurance and Financial Services	4 ranking points
Lockton Companies	1 ranking points
FBMC Benefits Management	0 ranking points

Mr. McInnis asked the committee to make a motion accepting the rankings. Jordan Appelberg made the motion, Angelique Cox seconded it and the motion was passed unanimously.

Mr. McInnis asked the committee members to sign and date the recommendation sheet for the Board.

Motion to adjourn the meeting was made by Dr. Hale, seconded by Jordan Appelberg and passed by unanimous vote. The meeting was adjourned at 1:25 p.m.

Lisa Sundy, Recorder

A handwritten signature in black ink, appearing to read "Patrick Strong", written over a horizontal line.

Patrick Strong  
Committee Chair