



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Sam Adams, Mayor
Jack D. Graham, Chief Administrative Officer
Bryant Enge, Director, Bureau of Internal Business Services

Christine Moody
Chief Procurement Officer

Procurement Services
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July 11, 2012

CONSENT AGENDA

TO THE COUNCIL:

The Office of Management and Finance, Bureau of Human Resources is responsible for administering the City of Portland's (City) benefit services to its plan holders. The City's electronic benefit administrative services supporting the administration of active employee health and welfare plans require replacement. Additionally, the Bureau of Human Resources Benefits Office requires the ability to include retiree and COBRA participants within an electronic administrative solution to meet the future needs of participants and anticipated health and welfare administrative requirements.

On November 10, 2011, Council approved Ordinance No. 184999 which authorized the use of a competitive request for proposal for Electronic Benefit Administrative Services in support of active employee, retiree and COBRA participants. On November 21, 2011, the Chief Procurement Officer (CPO) publically advertised RFP No.113545 for Active Employee, Cobra and Retiree Electronic Healthcare Administrative Services.

Proposals were opened on December 20, 2011 and three proposals were received. Following the evaluation process, the City made a determination that the proposer Benefitfocus.com, Inc. was the most qualified respondent and received the highest evaluation score from an independent evaluation committee. A minority evaluator was selected for this project but was not present at the final committee meeting and removed from further review; a waiver was requested and approved. The City issued a Notice of Intent to Negotiate and Award a Contract to Benefitfocus.com, Inc. on February 23, 2012.

This project went through the Technology Oversight Committee (TOC) evaluation process and was determined to be exempt from TOC review. Benefitfocus.com, Inc. has a current City of Portland Business License and their EEO Certification is valid through July 2014. The company is located in Charleston, South Carolina and is not a State certified MWESB business. Benefitfocus.com, Inc. is in full compliance with the City's Equal Benefits Program.

Funding for electronic administrative services for the administration of health and welfare plans is provided within the Health Fund.

It is recommended that the City enter into an agreement with Benefitfocus.com, Inc. for an initial three-year term with a contract value of \$1,250,000 with an option of two additional annual renewals with a total not-to-exceed contract value of \$2,100,000 for the five year term.

Recommended by:

Christine Moody, Chief Procurement Officer
CM:eb

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

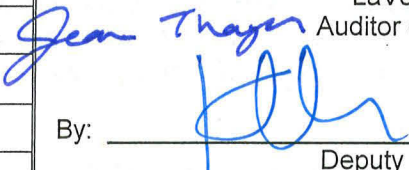
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JMD

Agenda No.
REPORT NO.
Title

Authorize a contract with Benefitfocus.com, Inc. to provide benefits administrative services for a not-to-exceed contract value of \$2,100,000 (Procurement Report – RFP#113545).

No.

<p>INTRODUCED BY Commissioner/Auditor: Mayor Sam Adams</p>	<p>CLERK USE: DATE FILED <u>JUL 06 2012</u></p>
<p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Adams</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Leonard</p>	<p style="text-align: right;">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <u></u> Deputy</p>
<p>BUREAU APPROVAL</p> <p>Bureau: Internal Business Services Bureau Head: Bryant Enge</p>	<p>ACTION TAKEN:</p> <p><u>JUL 11 2012</u> ACCEPTED <u>PREPARE CONTRACT</u></p>
<p>Prepared by: Christine Moody <u>CM</u> Date Prepared: 06/28/2012</p>	
<p>Financial Impact & Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p>Council Meeting Date July 11, 2012</p>	
<p>City Attorney Approval:</p>	

AGENDA
<p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p>CONSENT <input checked="" type="checkbox"/></p>
<p>REGULAR <input type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz	✓	
2. Fish	2. Fish	✓	
3. Saltzman	3. Saltzman	✓	
4. Leonard	4. Leonard	✓	
Adams	Adams	✓	