



MEMORANDUM

To: Mayor and City Council

From: Matia Messemer, Director of Employee Experience

Date: April 9, 2024

Reference: Consider award of City of Coppell Request for Proposals (RFP) #206 and approval of a consulting agreement with HUB International for employee benefits consulting in the amount of \$99,500 as provided for in the Self-Funded Health Fund, and authorizing the City Manager to sign all necessary documents.

2040: Sustainable Government

Introduction:

This agenda item is presented for Council consideration to approve a consulting agreement with HUB International for employee benefits consulting services, which include strategic advice, benefit plan design consulting, contract and renewal negotiation, vendor recommendations, actuarial and budget support, and communication and open enrollment support.

Background:

The City has partnered with its current benefits consultant since 2015. Staff felt it was time to test the market and released a request for proposals for benefits consultation and brokerage services earlier this year. Ten responses were received and four were selected as finalists. After finalists presented to staff, HUB International was selected as the recommendation to contract for services. Staff considered the following factors during the evaluation of the finalists:

- Experience with similar entities; and
- Demonstrated Understanding and the degree of match with the scope of work; and
- Strategy for providing required services; and
- Demonstrated ability of key personnel; and
- Cost competitiveness/Pricing

If approved, HUB International will provide benefit consulting services to the City for the full array of benefits offered to employees.

Benefit to the Community:

The community expects and benefits from employees continuing to provide services in a manner that ensures high levels of customer satisfaction. Outlined in Vision 2040's foundation of sustainable government, the objective is to maintain a quality work force to serve the community. The level of talent the City is able to attract and retain is correlated to, among other things, the strength of benefits offered in exchange for employees excellent work. Selecting HUB as a benefits consultant will enable the City to continue to balance great stewardship with strong benefits attracting and keeping the talent that will serve the Community well.

Legal Review:

The City Attorney has reviewed and approved the 2024 Consulting Agreement with HUB International including Exhibit B – Coppel's Business Associates Agreement (BAA).

Fiscal Impact:

The fiscal impact of this agenda item is \$99,500, as budgeted and provided for in the Self-Funded Health Fund.

Recommendation:

Staff recommends awarding the City of Coppel RFP #206 to HUB International for employee benefits consulting.