

The Villages
DAILY SUN

Published Daily
Lady Lake, Florida
State of Florida
County Of Lake

Before the undersigned authority personally appeared
Carolyn J. Midora, who on oath
says that she is Legal Ad Coordinator of the DAILY SUN,
a daily newspaper published at Lady Lake in Lake
County, Florida with circulation in Lake, Sumter and
Marion Counties; that the attached copy of
advertisement, being a Legal Ad #289890
in the matter of Request for Proposals

in the _____ court, was published in said
newspaper in the issues of February 17, 2011

Affiant further says that the said Daily Sun is a
newspaper published at Lady Lake in said Lake
County, Florida, and that the said newspaper has
heretofore been continuously published in said Lake
County, Florida, each week and has been entered as
second class mail matter at the post office in Lady
Lake, in said Lake County, Florida, for a period of one
year next preceding the first publication of the attached
copy of advertisements; and affiant further says that he
has neither paid nor promised any person, firm or
corporation any discount, rebate, commission or refund
for the purpose of securing this advertisement for
publication in the said newspaper.

[Signature]
(Signature Of Affiant)

Sworn to and subscribed before me this 17
day of February, 2011.

[Signature]
(Name of Notary typed, printed or stamped)

Personally Known
Production Identification _____
Type of Identification Produced _____

Notary Public State of Florida
Robyn Louise Baldeschwieler
My Commission DD829868
Expires 10/09/2012

Attach Notice Here

REQUEST FOR PROPOSALS

Notice is hereby given that the Board of County Commissioners of Sumter County, Florida, will be receiving proposals for the following:

**"SUMTER COUNTY
EMPLOYEE BENEFITS
CONSULTING AND
BROKERAGE SERVICES"**

Detailed proposals are available upon request by calling (352) 689-4435, or by coming to the Sumter County Board of County Commissioners Office, Financial Services Department, 7375 Powell Road, Wildwood, Florida, 34785 or by contacting Demand Star at 1-800-711-1712 or www.DemandStar.com.

All inquiries and questions regarding this RFP must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Mrs. Amanda Taylor,
Procurement Coordinator
Mailing Address:
7375 Powell Road
Wildwood, FL 34785
E-mail:
Amanda.Taylor@sumtercountyfl.gov
Fax: (352) 689-4401

The deadline for submission of questions relating to the RFP shall be February 25, 2011 at 5:00 PM. Proposals must be received by the County no later than 11:00am, March 25, 2011. Proposals will be opened at 11:05am on March 25, 2011 in Room 102 at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785. Late submittals will be rejected and returned unopened to the Proposer. Proposals must be firmly sealed in packaging that is clearly marked on the outside: "Board of Sumter County Commissioners Employee Benefits Consulting and Brokerage Services RFP 002-0-2011/AT". Sealed Proposals must be mailed or delivered to Mrs. Amanda Taylor at the above listed address.

Upon submission, all Proposals become the property of the County, who has the right to use any or all ideas presented in any Proposal submitted in response to this RFP, whether or not the Proposal is accepted. Proposals will be opened immediately following the due date and time.

BOARD OF COUNTY
COMMISSIONERS
SUMTER COUNTY, FLORIDA
#289890 February 17, 2011

RFP 002-0-2011/AT – Employee Benefits Consulting & Brokerage Services, bid opening meeting was held on March 25, 2011, at 11:05 a.m. in Room 102 located at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Karen Parker, Sandra Howell, Lita Hart, and Art Bisner were present to represent county staff.

Karen stated the following: The Selection Committee Meeting will be held on April 5, 2011, at 10:00 a.m. in Room 208 with Vendor Presentations to be held on April 8, 2011 at 10:00 a.m. in Room 102. The Selection Committee's recommendation will be taken to the Sumter County Board of County Commissioners on April 26, 2011.

Karen stated one original, one electronic, and three copies were required to be submitted.

Six bids were received and opened in no particular order as follows:

1. **Gallagher Benefit Services, Incorporated:** GBS is proposing two different types of compensation models for the County Model A.) Annual fixed fee of \$96,000.00/year or \$8,000.00/month or Model B.) Annual fixed fee offset by commissions not to exceed \$96,000.00/year or \$8,000.00/month. All required copies were received.
2. **AGIS:** All services as described in the Request for Proposal will be provided at an annual cost of \$87,000.00. Payable monthly. Additional Cost for: Travel, Expenses, and Printing at cost; Wellness Consultant (Services beyond 10 hours) \$125.00 per hour, and Actuarial Services (if needed) \$6,000.00. All required copies were received.
3. **Lassiter-Ware** (Insurance Employee Benefits Division): Comprehensive list of services included in global fee to include: Monthly monitoring of existing coverage's and claims, Planning and executing open enrollment, RFP solicitation, analysis and recommendation for all lines of coverage, Plan document creation and if needed amendments and individual electronic SPD distribution by CD, Wellness program creation assistance, Six hours of legal assistance services provided by qualified Employment Law attorneys from Ford & Harrison, Electronic employee surveys, Benchmark studies comparing benefits and pricing strategies to other like industries, Web based tools to include Client Connect and ActivHealth, COBRA administration, Employee assistance hot-line, Benefits At A Glance Handbook Development, Annual Medicare Part D Certification Letter Template, Annual CMS Medicare Certification assistance, Employee benefits & compensation statements, and Onsite HR training for managers. Global Fee - Lassiter-Ware will perform the above identified services for a fee of \$6,000.00 per month. All required copies were received.

4. **Willis of Florida, Incorporated:** Willis of Florida, Inc., is proposing a flat fee for services of \$64,000.00 and have included substantial value-added resources as reflected in the Scope of Services. All required copies were received.
5. **Brown and Brown Insurance, Incorporated:** The remuneration will be on an annual fixed fee basis and is all inclusive of marketing, insurance policies issued and services provided throughout the year. Brown and Brown, Inc. is proposing an annual fee of \$90,000.00. All required copies were received.
6. **Gehring Group:** The remuneration will be on an annual fixed fee basis and should be all inclusive of marketing, insurance policies issued and any services provided throughout the year. Annual Benefits Consulting Services total price annually listed at \$70,000.00 (payable monthly or quarterly). Gehring Group proposes an annual project fee of \$75,000.00 per year for all services outlined in the scope of work. There will be no hourly charges for fees based on staff level or travel. This annual fee includes: all services as outlined in the scope of work, development, production and printing of annual employee benefit booklet (all copies), access to online HR research tool, access to Gehring Group client portal, and all travel costs. All required copies were received.

The Selection Committee discussed that they will do their own research and contact the listed references provided within the proposals submitted. The Selection Committee also discussed how they would score the proposals. The Selection Committee will do their own review, score and bring those scores to the first Selection Meeting on 4-5-2011. From those scores they will short list the six vendors down to four or five for vendor presentations. Vendor presentations will be held on 4-8-2011. The Selection Committee will score a second time after vendor presentations and make their recommendation based on the second set of scores to the BOCC on 4-26-2011.

A copy of each proposal was given to each Selection Committee Member.

The meeting adjourned at 11:25 a.m.

RFP 002-0-2011/AT Employee Benefits Consulting & Brokerage Services Selection Committee Meeting was held on April 5, 2011 at 10:00am in Room 208 located within The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Sandra Howell, Lita Hart, and Art Bisner were present representing the Selection Committee.

Amanda Taylor was present representing county staff.

Amanda stated Vendor Presentations will be held on April 8, 2011 starting at 10:00am in Room 102 located within The Villages Sumter County Service Center. Following presentations the Selection Committee will re-score. Based on the scoring following vendor presentations the Selection Committee will make a recommendation of award to the Sumter County Board of County Commissioners on April 26, 2011.

The Selection Committee briefly discussed the proposals and their scores. (Score sheets and totals are attached.)

The Selection Committee agreed based on scoring to allow Gehring, LassiterWare, Willis, and Gallagher to present on April 8, 2011.

The Selection Committee set a fifteen (15) minute presentation time and a fifteen (15) minute question and answer time following the presentation. A five (5) minute break will be listed in between each presentation to allow the next vendor to set up any equipment. Amanda stated the county will provide the projection screen but all other equipment (i.e. projector, laptop, handouts, etc.) must be provided by the vendor.

The Selection Committee stated they did not have a preference on the order of presentations. Amanda stated she would email them time slots on a first-come-first-serve basis.

The meeting adjourned at 10:23am.

RFP 002-0-2011/AT Employee Benefits Consulting and Brokerage Services
 Selection Committee Member Scoring Totals from 4-5-2011 meeting

Companies	Selection Committee Members			TOTALS
	S. Howell	L. Hart	A. Bisner	
Willis	4.00	4.875	3.75	12.625
Gehring	3.88	5.00	4.13	13.01
LassiterWare	3.44	4.75	4.44	12.63
Brown & Brown	2.56	4.125	4.25	10.935
AGIS	1.50	3.25	3.00	7.75
Gallagher	3.44	5.00	4.13	12.57

- Ranking According to Scores:
1. Gehring
 2. LassiterWare
 3. Willis
 4. Gallagher
 5. Brown & Brown
 6. AGIS

The Selection Committee agreed to interview the top four firms.
 Score sheets are posted on Demand Star.
 Minutes from the Selection Committee Meeting are posted on Demand Star.

Company -
Selection Committee Member -

Willis
S. Howell



Scored Item	<u>Score</u>	<u>Max Score</u>	<u>Rating</u>
1. Proposer's Qualifications and Experience	4	0.25	1.00
2. Qualifications and Experience of participating personnel	4	0.25	1.00
3. Proposal Responsiveness	4	0.25	1.00
4. Fee Proposal	4	0.25	1.00
	TOTAL		4.00

Company -
Selection Committee Member -

Gehring Group
S. Howell



Scored Item	<u>Score</u>	<u>Max Score</u>	<u>Rating</u>
1. Proposer's Qualifications and Experience	4	0.25	1.00
2. Qualifications and Experience of participating personnel	4	0.25	1.00
3. Proposal Responsiveness	4	0.25	1.00
4. Fee Proposal	3.5	0.25	0.88
	TOTAL		3.88

Selection Committee Member - *Bollagher* S. Howell

S. Howell

Scored Item	<u>Score</u>	<u>Max Score</u>	<u>Rating</u>
1. Proposer's Qualifications and Experience	4	0.25	1.00
2. Qualifications and Experience of participating personnel	4	0.25	1.00
3. Proposal Responsiveness	3.75	0.25	0.94
4. Fee Proposal	2	0.25	0.50
TOTAL			3.44

Company -
Selection Committee Member -

LassiterWare
S. Howell



Scored Item	<u>Score</u>	<u>Max Score</u>	<u>Rating</u>
1. Proposer's Qualifications and Experience	3.5	0.25	0.88
2. Qualifications and Experience of participating personnel	3.5	0.25	0.88
3. Proposal Responsiveness	3	0.25	0.75
4. Fee Proposal	3.75	0.25	0.94
TOTAL			3.44

Company -
Selection Committee Member -

Brown & Brown
S. Howell



Scored Item	<u>Score</u>	<u>Max Score</u>	<u>Rating</u>
1. Proposer's Qualifications and Experience	2.75	0.25	0.69
2. Qualifications and Experience of participating personnel	2.75	0.25	0.69
3. Proposal Responsiveness	3	0.25	0.75
4. Fee Proposal	1.75	0.25	0.44
TOTAL			2.56

Company -
Selection Committee Member -

AGIS
S. Howell



Scored Item	<u>Score</u>	<u>Max Score</u>	<u>Rating</u>
1. Proposer's Qualifications and Experience	2	0.25	0.50
2. Qualifications and Experience of participating personnel		0.25	0.00
3. Proposal Responsiveness	2	0.25	0.50
4. Fee Proposal	2	0.25	0.50
	TOTAL		1.50

Gehring
Lita Hart

**PART 2
EVALUATION AND AWARD**

PROPOSALS EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Sumter County BOCC by the due date and time. Once Proposals are received, the Selection Committee members will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

	Score	X	Weight	=	Rating
1. Proposer's Qualifications and Experience	<u>5</u>		<u>0.25</u>		<u>1.25</u>
2. Qualifications and Experience of Participating Personnel	<u>5</u>		<u>0.25</u>		<u>1.25</u>
3. Proposal Responsiveness	<u>5</u>		<u>0.25</u>		<u>1.25</u>
4. Fee Proposal	<u>5</u>		<u>0.25</u>		<u>1.25</u>
SCORE:					<u>5</u>
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

***Please see Page #27 of this RFP document for a detailed explanation of the scoring criteria listed above.**

Do not attempt to contact any Selection Committee Member, staff member or person other than Mrs. Amanda Taylor for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified. The Selection Committee Members shall be: Sandra Howell, Assistant County Administrator; Art Bisner, Financial Services Manager; and Lita Hart, Risk Manager.

Recommendation of award will be provided on Demand Star once award is made at www.demandstar.com. The award will be based on the Proposal that is most advantageous to Sumter County. All Selection Committee recommendations are subject to Board approval.

The Selection Committee will meet to evaluate Proposals on April 5, 2011 @ 10:00 a.m. in Room 208 located in The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

PROPOSALS AWARD

Submitters and vendors registered through www.demandstar.com will have access to award documents via the website. All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size (No. 10) envelope. Proposal results may also be requested by telephone, fax or electronic media.

Gallagher
Lita Hart

PART 2 EVALUATION AND AWARD

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	Score	X	Weight	=	Rating
1. Proposer's Qualifications and Experience	<u>5</u>		<u>0.25</u>		<u>1.25</u>
2. Qualifications and Experience of Participating Personnel	<u>5</u>		<u>0.25</u>		<u>1.25</u>
3. Proposal Responsiveness	<u>5</u>		<u>0.25</u>		<u>1.25</u>
4. Fee Proposal	<u>5</u>		<u>0.25</u>		<u>1.25</u>
SCORE:					5.0
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

(considering Actunial is included)

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Willis
LitaHart

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	Score	X	Weight	=	Rating
1. Proposer's Qualifications and Experience	<u>5</u>		<u>0.25</u>		<u>1.25</u>
2. Qualifications and Experience of Participating Personnel	<u>5</u>		<u>0.25</u>		<u>1.25</u>
3. Proposal Responsiveness	<u>4.5</u>		<u>0.25</u>		<u>1.125</u>
4. Fee Proposal	<u>5</u>		<u>0.25</u>		<u>1.25</u>
SCORE:					4.875
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

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	Score	X	Weight	=	Rating
1. Proposer's Qualifications and Experience	<u>5</u>		<u>0.25</u>		<u>1.25</u>
2. Qualifications and Experience of Participating Personnel	<u>4.5</u>		<u>0.25</u>		<u>1.125</u>
3. Proposal Responsiveness	<u>4.5</u>		<u>0.25</u>		<u>1.125</u>
4. Fee Proposal	<u>5</u>		<u>0.25</u>		<u>1.25</u>
SCORE:					4.75
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

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Brown? Brown
Lita Hart

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	Score	X	Weight	=	Rating
1. Proposer's Qualifications and Experience	<u>5</u>		<u>0.25</u>		<u>1.25</u>
2. Qualifications and Experience of Participating Personnel	<u>4.5</u>		<u>0.25</u>		<u>1.125</u>
3. Proposal Responsiveness	<u>4.5</u>		<u>0.25</u>		<u>1.125</u>
4. Fee Proposal	<u>2</u>		<u>0.25</u>		<u>.5</u>
SCORE:					<u>4.125</u>
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

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AGIS
Lita Hart

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1. Proposer's Qualifications and Experience	<u>5</u>		<u>0.25</u>		<u>1.25</u>
2. Qualifications and Experience of Participating Personnel	<u>5</u>		<u>0.25</u>		<u>1.25</u>
3. Proposal Responsiveness	<u>2</u>		<u>0.25</u>		<u>.50</u>
4. Fee Proposal	<u>3</u>		<u>0.25</u>		<u>.75</u>
SCORE:					3.25
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

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Company - LassiterWare
Selection Committee Member - Art Bisner
RFP #002-0-2011/AT

Scored Item	<u>Score</u>	<u>Max Score</u>	<u>Rating</u>
1. Proposer's Qualifications and Experience	5	0.25	1.25
2. Qualifications and Experience of participating personnel	5	0.25	1.25
3. Proposal Responsiveness	3	0.25	0.75
4. Fee Proposal	4.75	0.25	1.19
Total			4.44

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included only minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

Company - Brown & Brown
Selection Committee Member - Art Bisner
RFP #002-0-2011/AT

Scored Item	<u>Score</u>	<u>Max Score</u>	<u>Rating</u>
1. Proposer's Qualifications and Experience	5	0.25	1.25
2. Qualifications and Experience of participating personnel	5	0.25	1.25
3. Proposal Responsiveness	5	0.25	1.25
4. Fee Proposal	2	0.25	0.50
Total			4.25

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included only minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

Company - Gehring Group
Selection Committee Member - Art Bisner
RFP #002-0-2011/AT

Scored Item	<u>Score</u>	<u>Max Score</u>	<u>Rating</u>
1. Proposer's Qualifications and Experience	3	0.25	0.75
2. Qualifications and Experience of participating personnel	5	0.25	1.25
3. Proposal Responsiveness	3.5	0.25	0.88
4. Fee Proposal	5	0.25	1.25
Total			4.13

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included only minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

Company - Gallagher Benefit Services
Selection Committee Member - Art Bisner
RFP #002-0-2011/AT

Scored Item	<u>Score</u>	<u>Max Score</u>	<u>Rating</u>
1. Proposer's Qualifications and Experience	5	0.25	1.25
2. Qualifications and Experience of participating personnel	5	0.25	1.25
3. Proposal Responsiveness	4.5	0.25	1.13
4. Fee Proposal	2	0.25	0.50
Total			4.13

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included only minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

Company - Willis
Selection Committee Member - Art Bisner
RFP #002-0-2011/AT

Scored Item	<u>Score</u>	<u>Max Score</u>	<u>Rating</u>
1. Proposer's Qualifications and Experience	4	0.25	1.00
2. Qualifications and Experience of participating personnel	4	0.25	1.00
3. Proposal Responsiveness	2	0.25	0.50
4. Fee Proposal	5	0.25	1.25
Total			3.75

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included only minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

Company - AGIS
Selection Committee Member - Art Bisner
RFP #002-0-2011/AT

Scored Item	<u>Score</u>	<u>Max Score</u>	<u>Rating</u>
1. Proposer's Qualifications and Experience	3	0.25	0.75
2. Qualifications and Experience of participating personnel	5	0.25	1.25
3. Proposal Responsiveness	1	0.25	0.25
4. Fee Proposal	3	0.25	0.75
Total			3.00

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included only minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

RFP 002-0-2011/AT Employee Benefits Consulting and Brokerage Services Vendor Presentations were held on April 8, 2010 beginning at 10:00am in Room 102 located within The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Sandra Howell, Lita Hart, and Art Bisner were present representing the Selection Committee.

Amanda Taylor was present representing county staff.

Amanda stated a sign in sheet was being passed around and everyone needed to sign in. Amanda stated presentations would be fifteen (15) minutes and the question & answer session would be fifteen (15) minutes. Amanda asked everyone to please silence their cell phones during the meeting. Amanda reminded all attendees that the only parties speaking would be the firm presenting and the Selection Committee. Amanda asked all attendees to be courteous while others were presenting.

Amanda then turned the meeting over to the first company to present, Gallagher Benefit Services, Inc.

Gallagher's team provided the Selection Committee with a printed copy of their PowerPoint presentation. Gallagher's team discussed their qualifications and capabilities and how they would benefit Sumter County relating to the RFP. The Selection Committee then asked the team several questions regarding: their proposal, printed documents, performance guarantees, establishment of on-site clinics, other in-house insurance related services, and security of emails.

A five (5) minute break was taken to allow the next company to prepare for their presentation.

Amanda then turned the meeting over to the second company to present, LassiterWare Insurance.

LassiterWare's team provided the Selection Committee with a printed copy of their PowerPoint presentation, sample Benchmark Survey's, financial reports, and a sample Service Schedule. LassiterWare's team discussed their qualifications and capabilities and how they would benefit Sumter County relating to the RFP. The Selection Committee then asked the team several questions regarding: establishment of on site clinics, day-to-day claims, products, customer service, orientation assistance, printed documents, IT assistance, HR benefit solutions, guarantees, other in-house insurance related services, and examples of similar clients.

A five (5) minute break was taken to allow the next company to prepare for their presentation.

Amanda then turned the meeting over to the third company to present, Willis of Florida, Inc.

Willis' team provided the Selection Committee with a printed copy of their presentation. Willis' team discussed their qualifications and capabilities and how they would benefit Sumter County relating to the RFP. The Selection Committee then asked the team several questions regarding: their fee structure, benefit administration system, examples of similar clients, day-to-day customer service, similar clients, website options, other in-house insurance related services, and legal assistance.

A five (5) minute break was taken to allow the next company to prepare for their presentation.

Amanda then turned the meeting over to the fourth (4) and final company Gehring Group.

Gehring Group's team provided the Selection Committee with a printed copy of their presentation, sample benefit pamphlets, and sample BenTek Implementation Guides. Gehring Group's team discussed their qualifications and capabilities and how they would benefit Sumter County relating to the RFP. Their proposal quoted \$70,000.00 on one line and \$75,000.00 on another. They confirmed the \$70,000.00 as their intended price with a \$35,000.00 add-on option for BenTek, their Internet Resource Service Center. The Selection Committee then asked the team several questions regarding: usages other than BenTek and their assistance with those programs, other in-house insurance related services, guarantees, time line implementation, internet compliance manuals, examples of similar clients, and their travel time to Sumter County.

The Selection Committee decided to take an hour break for lunch and reconvene at 1:30pm.

The Selection Committee meeting began at 1:30pm to discuss and review the company's proposals and presentations.

After discussion the Selection Committee decided to eliminate LassiterWare Insurance based on qualifications in relation to the other presenting firms.

The Selection Committee discussed Gehring, Gallagher, and Willis. Sandee stated she would like to create a list of value-added items each company has to offer and the importance level of those values. Sandee also stated she wanted the main focus to be on what Lita thought were the most important needs relating to day-to-day operations. After lengthy discussion the Selection Committee decided that a second round of presentations with Gehring, Gallagher, and Willis would be necessary.

The Selection Committee agreed to individually compile a list of items for the three returning firms to demonstrate during the second round of presentations. The Selection Committee agreed to meet again on April 12th, with a time to be determined, to compile their lists. The Selection Committee agreed to set the second round of presentations for April 18th, with a time to be determined.

The Selection Committee agreed to continue doing reference checks on the three remaining firms. Lita will check on Gehring Group's references. Sandee will check on Gallagher's references. Art will check on Willis' references.

Amanda asked the Selection Committee to send her their reference check findings for dissemination to the other members prior to April 12th. Amanda stated she would set the times of the meetings for April 12th and April 18th. Amanda stated she would update the Selection Committee, the firms, and post a notice on Demand Star regarding the times and locations for the April 12th and April 18th meetings.

The meeting adjourned at 2:53pm.

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Employee Benefits Consulting & Brokerage Services

Selection Committee Meeting

The Selection Committee met on April 12, 2011 at 1:30 p.m. in Room 102 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 33785. Selection committee members Art Bisner, Financial Services Manager, Lita Hart, Risk Management, and Sandra Howell, Assistant County Administrator were present. Tina Chavez was present to represent county staff. John Rasia, with Gallagher Benefits Services Inc., was present as an observer.

The Selection Committee discussed narrowing the proposals under review down to two for presentation purposes. References provided within each proposal were contacted by the Selection Committee.

After reviewing all references, the Selection Committee decided to hear presentations from the following three companies: Gallagher Benefits Services, Inc., Gehring Group, and Willis of Florida, Inc.

Presentations are scheduled for Monday, April 18, 2011 beginning at 9:00 a.m. in Room 102 located within The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 33785. Presentations will be an hour long, with questions and answers as they arise during each presentation. Presentations will be given in alphabetical order of each company's name (9:00 a.m. Gallagher; 10:00 a.m. Gehring; and 11:00 a.m. Willis).

Presentation points were discussed by the Selection Committee. (See the next page for a list of items.) Points of discussion were reviewed by the Selection Committee members and it was recommended that information be forwarded via email to each company.

The meeting adjourned at 2:00 p.m.

List of items for vendors to present on April 18th are as follows:

1. The cost of our Mid Year Report under the Actuarial Services
2. What experience do they have with on-line enrollment and billing for a self funded health plan involving multiple employers under the same plan (i.e. BOCC, Sheriff, Property Appraiser, Tax Collector, Supervisor of Elections, and Clerk of Court) like ours.
3. Employer operational tools – web based/desktop (Bentek, Benewise, ADP), printed, spreadsheets, etc.
4. Admin tools such as templates for Policies & Procedures, forms, etc.
5. Communication & Media
6. Compliance Review/Tools
7. Wellness Program – what is included in fee and what services require additional fees?
8. Benchmarking reports that will be provided to Sumter County
9. HR Resources
10. Transition Plan & resources needed from Sumter County
11. Stop Loss (specific/aggregate)
12. Actuarial Services (in-house or subcontract). Cost if not included in proposal
 - F.S. 112.08 report
 - Medicare D attestation
 - Retire Drug Subsidy
 - GASB 45
13. Employee Tools – online and printed
14. Employee Education
15. Training & Development

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The second round of vendor presentations were held on April 18, 2011 beginning at 9:00am in Room 102 located within The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Sandra Howell, Lita Hart, and Art Bisner were present representing the Selection Committee.

Amanda Taylor was present representing county staff.

Amanda stated a sign in sheet was being passed around and everyone needed to sign in. Amanda stated presentations would be an hour long each for the three firms that were presenting. Amanda stated after presentations the Selection Committee would reconvene and their recommendation will be taken to the Board of Sumter County Commissioners on April 26, 2011.

Amanda then turned the meeting over to the first company to present, Gallagher Benefit Services, Inc.

Gallagher's team provided the Selection Committee with a printed copy of their presentation. Gallagher's team discussed the topics of interest provided by the Selection Committee from their meeting that was held on April 12th. The Selection Committee asked the team several questions regarding: actuarial fees, GASB 45 reporting, and dependent eligibility audits.

A five (5) minute break was taken to allow the next company to prepare for their presentation.

Amanda then turned the meeting over to the second company to present, Willis of Florida, Inc.

Willis' team provided the Selection Committee with a printed copy of their presentation. Willis' team discussed the topics of interest provided by the Selection Committee from their meeting that was held on April 12th. The Selection Committee asked the team several questions regarding: specific loss, local vendor usage within the virtual health fair, and the usage of planned documents.

A five (5) minute break was taken to allow the next company to prepare for their presentation.

Amanda then turned the meeting over to the third (3) and final company Gehring Group.

Gehring Group's team provided the Selection Committee with a printed copy of their presentation. Gehring Group's team discussed the topics of interest provided by the Selection Committee from their meeting that was held on April 12th. The Selection Committee asked the team several questions regarding: sample benchmarking reports and stop loss/aggregate reports.

The Selection Committee meeting began at 11:55am to discuss and review the company's presentations.

The Selection Committee agreed to eliminate Gehring Group based on quality of information in relation to the other presenting firms.

The Selection Committee then discussed and compared Willis and Gallagher. The Selection Committee agreed that Willis had more value added items, better tools, better pricing, and a higher guarantee performance measure of return. The Selection Committee also agreed that by using Willis for Sumter County's Actuarial Services, the County would recognize a greater cost savings.

Sandra made the recommendation to award and enter into contract with Willis of Florida, Inc. to the Sumter County Board of County Commissioners on April 26, 2011. Art and Lita both agreed.

The meeting adjourned at 12:10pm.