



**PERSONNEL, PENSION & INSURANCE COMMITTEE
SPECIAL MEETING
WEDNESDAY, APRIL 28, 2021
12:00 PM**

**IN ACCORDANCE WITH GOVERNOR LAMONT'S EXECUTIVE ORDER #7B
THIS MEETING WILL BE A REMOTE ONLY MEETING**

Dial in #: (415)-655-0001; Access Code: 43808661#
[Meeting Video Link](#)

The general public is welcome to call into the meeting. Everyone on the call will need to mute their phone to limit background noise disrupting the meeting.

Location

Dial In #: (415)-655-0001
Access Code: 43808661#
[Meeting Video Link](#)

Commissioners

Avedisian	Marotta
Currey	Pane
DiBella (Ex-Officio)	Salemi
Kambli	Sweezy (VC)
Lester	Taylor (C)
Magnan	
Quorum: 6	

-
1. CALL TO ORDER
 2. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS
 3. APPROVAL OF MEETING MINUTES OF FEBRUARY 10, 2021
 4. DISCUSSION RE: MILLIMAN PENSION ADMINISTRATION
 5. CONSIDERATION AND POTENTIAL ACTION RE: EMPLOYEE BENEFITS CONSULTANT RFP 2021R-01
 6. CONSIDERATION AND POTENTIAL ACTION RE: SETTLEMENT OF WORKERS' COMPENSATION CLAIM- GOODWIN (POSSIBLE EXECUTIVE SESSION)
 7. CONSIDERATION AND POTENTIAL ACTION RE: SETTLEMENT OF PENDING LITIGATION- SUCHECKI v MDC (POSSIBLE EXECUTIVE SESSION)
 8. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS
 9. COMMISSIONER COMMENTS & QUESTIONS
 10. ADJOURNMENT

EMPLOYEE BENEFITS CONSULTANT RFP 2021R-01

TO: Personnel, Pension and Insurance Committee

April 28, 2021

The District issued RFP 2021-01 for an employee benefits consultant in January 2021 with bids due on February 16, 2021. The Chief Executive Officer determined that the interests of the MDC would be best served by utilizing a best value selection process as set forth in the Federal Acquisition Regulations and as modified and adopted by the District pursuant to General Ordinance § G8e. The Chief Executive Officer appointed the Personnel, Pension & Insurance Committee as the Source Selection Authority and designated three staff members to serve on the selection panel for RFP 2021R-01. The selection panel's Summary Evaluation Report for Source Selection is appended to this report.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Scott W. Jellison".

Scott W. Jellison
Chief Executive Officer



SUMMARY EVALUATION REPORT FOR SOURCE SELECTION
Solicitation: RFP 2021R-01 Employee Benefits Consultant

- A. Description:** This is a summary of the Source Selection Board's evaluation of proposals received by The Metropolitan District (MDC) in response to RFP 2021R-01, a competitive procurement for Employee Benefits Consultant. Specifically, the MDC intends to award a contract resulting from this Solicitation to the responsible Respondent whose offer, conforming to the solicitation will be most advantageous and best value to the District, price and other factors considered.

RFP 2021R-01 was issued publicly in the Hartford Courant, DAS website and on the MDC procurement bidding site of Procurement on January 13, 2021. Two Addendums were issued. Addenda 001 was issued on January 19, 2021 and Addendum 002 was issued on February 2, 2021. Proposals were received on February 16, 2021.

B. The Source Selection Panel:

- Robert Zaik, Director of Human Resources (SSEB Chairperson)
- Rob Constable, Manager of Treasury (SSEB Member)
- Kadian Cohen, Human Resource Generalist (SSEB Member)

C. Respondents: The MDC received two (2) proposals from:

- Lockton Companies - (incumbent)
- USI Insurance Services

D. Evaluation Activities: On February 17, 2021, the Contract Specialist conducted a preliminary review of the proposal documents before the evaluation kick-off meeting to ensure submittal requirements were met:

- Lockton Companies submitted Technical, Past Performance and Price Proposals
- USI Insurance Services submitted Technical, Past Performance and Price Proposals

Summary of the preliminary review results:

1. The proposal submitted by Lockton Companies included all required documents specified in the solicitation.
2. The proposal submitted by USI Insurance Services included all required documents specified in the solicitation.

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E. Evaluation Summary: The Source Selection Panel (Panel) met for a kick-off meeting on February 18, 2021. Confidentiality Agreements were signed and collected from the Panel. Proposals, evaluation worksheets, and instructions were provided to the Panel to rate their submissions individually based on the agreed upon criteria outlined in Section 4.2 of the RFP. In accordance with the District General Ordinance; Section G8e, entitled "Best Value Selection," the Evaluation Panel was instructed to evaluate proposals on a best value basis based on the following three (3) factors and subfactors as identified in the RFP:

- (1) Technical
 - o Management Approach
 - o Company Information and Experience
 - o Staff Qualifications
 - o Demonstrated Financial Stability and Capability
 - o Satisfactory completion of all required forms identified and review of any exceptions taken to terms in the Cover Letter
- (2) Past Performance
- (3) Price (evaluated separately after Technical and Past Performance)

In accordance with the RFP, the relative importance of the evaluation factors is as follows: The Technical Factor is more important than the Past Performance factor. The Past Performance Factor is more important than the Price factor. Both the Technical and Past Performance Factors, when combined, are significantly more important than the Price Factor.

On February 24, 2021, the Panel submitted individual proposal evaluation worksheets including their numerical ratings to the Contract Specialist for compilation. The proposal evaluation scores were aggregated and results were compiled for the Panel's proposal review meeting.

On February 26, 2021, the Panel met to review consolidated ratings for each Respondent's Technical and Past Performance Proposals. The Panel discussed their concerns and agreed upon the final Technical and Past Performance ratings for each Respondent's written proposals. Following finalization of the technical and past performance ratings, each Respondent's Price Proposal was then reviewed by the Panel.

TECHNICAL FACTOR

The Panel was instructed to evaluate and rate the **Technical Proposals** on the following criteria:

- Management Approach, including qualifications
- Company Information and experience

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- Demonstrated financial stability and capability
- Satisfactory completion of all required forms identified in the RFP

These evaluation criteria were applied only for the Technical Proposal, and the Panel subsequently assigned one of five (5) color ratings as defined below and in accordance with the RFP.

Color	Rating	Description
Blue Score 8-10	Outstanding	Proposal meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Purple Score 6-7	Good	Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Green Score 4-5	Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
Yellow Score 2-3	Marginal	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
Red Score 1	Unacceptable	Proposal does not meet requirements and contains one or more deficiencies. Proposal is un-awardable.

A summary of the Panel’s Technical rating and consolidated score for each Respondent’s written proposal is shown in the table below, followed by a supporting narrative:

Respondent	Technical Proposal Rating	Technical Proposal Score
Lockton Companies	BLUE-OUTSTANDING	8.6
USI Insurance Services	BLUE-OUTSTANDING	8.3

LOCKTON COMPANIES: The technical proposal submitted by **LOCKTON COMPANIES** is rated **OUTSTANDING-BLUE (8.6)**. The proposal met the District’s requirements and indicates an exceptional approach and understanding of the requirements. The Proposal contained strengths that far outweigh any weakness. Risk of unsuccessful performance is very low.

Strengths summary:

- Incumbent
- Familiar with MDC expectations and needs

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- Strong team with vast experience brought forward in proposal
- Local office in Farmington, CT

USI INSURANCE SERVICES: The technical proposal submitted by **USI INSURANCE SERVICES** is rated **OUTSTANDING-BLUE (8.3)**. The proposal met the District’s requirements and indicates an exceptional approach and understanding of the requirements. The Proposal contained strengths that far outweigh any weakness. Risk of unsuccessful performance is very low.

Strengths summary:

- Thorough and detailed proposal
- Strong staff qualifications and public experience
- Provided detailed financial statements
- Local office in Meriden, CT

PAST PERFORMANCE FACTOR

The Panel was instructed to evaluate and rate the Past Performance of each Respondent’s Past Performance Proposal on services of similar scope and magnitude to determine the Panel’s confidence in each Respondent’s ability to successfully accomplish the District’s requirements. Each Respondent provided at least three (3) client references provide a list of any State and/or municipal engagements in which the Respondent is currently or has been engaged within the last five (5) years, that demonstrate this area of expertise.

The Panel was instructed to evaluate and rank each Respondent’s past performance and assign Ratings as required in the RFP as follows:

Rating	Definition
Substantial Confidence Score 8-10	Based on the respondent’s recent/relevant performance record, the District has a high expectation that the respondent will successfully perform the required effort.
Satisfactory Confidence Score 6-7	Based on the respondent’s recent/relevant performance record, the District has a reasonable expectation that the respondent will successfully perform the required effort.
Limited Confidence Score 4-5	Based on the respondent’s recent/relevant performance record, the District has a low expectation that the respondent will successfully perform the required effort.
No Confidence Score 2-3	Based on the respondent’s recent/relevant performance record, the District has no expectation that the respondent will be able to successfully perform the required effort.
Unknown Confidence (Neutral) Score 1	No recent/relevant performance record is available or respondent’s performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

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A summary of the Past Performance ratings for each Respondent is in the table below, and followed by a supporting narrative.

Past Performance Rating

Respondent	Rating
Lockton Companies	8.3 Substantial Confidence
USI Insurance Services	8.3 Substantial Confidence

- Past Performance for **LOCKTON COMPANIES** is rated with **SUBSTANTIAL CONFIDENCE (8.3)** based on the information provided in their Past Performance Proposal. Specifically, Lockton provided a listing of three clients currently engaged within the last five years. Lockton is currently the incumbent. They listed three clients as references. The City of Stamford, CT, City of Bristol, CT and as other municipalities including the District’s member town of East Hartford, CT. Respondent has a large Connecticut presence. Further, the Respondent has successfully performed the required services for the District as they are the incumbent. Lockton is very familiar with the requests and business relationship with the MDC and it’s needs. Based on its review, the Panel has a high expectation that the Respondent will successfully perform the required effort.
- Past Performance for **USI INSURANCE SERVICES** is rated with **SUBSTANTIAL CONFIDENCE (8.3)** based on the information provided in their Past Performance Proposal. Specifically, USI provided a listing of three clients currently engaged within the last five years. Including one-member town of Wethersfield, CT (Board of Education), Berlin, CT (Board of Education) and Town of Windsor Locks, CT. Based on its review, the Panel has a high expectation that the Respondent will successfully perform the required effort.

PRICE FACTOR

The Panel was instructed to review and evaluate each Respondents’ fixed price Proposal in accordance with the RFP. Each Respondent’s annual fixed prices are listed below for the three base contract years as well as both additional option years.

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Each Respondent’s initial total fixed annual price is summarized as follows:

	LOCKTON	USI
BASE YEAR 1	\$105,000.00	\$85,000.00
BASE YEAR 2	\$105,000.00	\$75,000.00
BASE YEAR 3	\$105,000.00	\$75,000.00
3 YEAR TOTAL	\$315,000.00	\$235,000.00
OPTION YEAR 1	\$106,500.00	\$80,000.00
OPTION YEAR 2	\$108,000.00	\$80,000.00
5 YEAR TOTAL	\$529,500.00	\$395,000.00

Based on the summary of fixed prices proposed, the Panel compared each of the proposed prices with the District’s estimate as well as comparison to each other, which were submitted in a competitive environment. The District’s estimate for these services is \$105,000.00, and therefore, prices proposed by both Respondents, as stated in the above Table, are considered fair and reasonable.

When comparing the fixed pricing, however, USI’s proposed fixed price is 34% lower than Lockton’s proposed pricing for the base contract period as well as both option years. Therefore, USI’s pricing is more advantageous to the District by a significant margin.

F. Oral Presentations

In accordance with the RFP, the Panel determined that they did not need to hold interviews with either of the Respondents for clarifications. They decided to defer this request to the Source Selection Authority should they want to hold interviews.

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G. Best Value Analysis and Award Recommendation

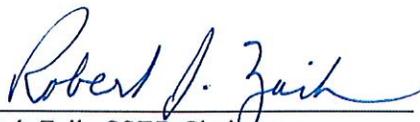
The MDC intends to award a contract to the responsible Respondent whose offer, conforming to the RFP, will be most advantageous and the best value to the District, price and other factors considered. The Panel reviewed the two proposals in accordance with the RFP.

Based on its ratings as described within this document, the Evaluation Panel has determined that USI Insurance represents the Best Value to the District, price and other factors considered. This determination is based on the Panel's evaluation of both Lockton and USI Insurance having had the same Technical rating (Outstanding) and same Past Performance rating (Substantial Confidence). In terms of the Price Proposal, USI proposed a price which was 34% lower (or \$80,000.00) than Lockton's proposed pricing. Technical and Past Performance ratings being equal, USI's Proposal was determined by the Panel to be most advantageous to the MDC and therefore, the overall best value to the District.

In accordance with Sections 4.4 of the RFP, final selection shall be made by the Source Selection Authority (SSA) for this RFP. The SSA for this RFP is the MDC Personnel, Pension and Insurance (PPI) Committee. The PPI Committee may conduct respondent interviews as well as conduct their own independent due diligence prior to the final selection, with such due diligence to be conducted at the PPI Committee's sole discretion.

Based on the contents of this evaluation, the Selection Panel recommends to the Source Selection Authority, that the award for this requirement be made to USI Insurance.

This Summary Evaluation Report for the Source Selection of RFP 2021R-01 is hereby certified by the SSEB and submitted to the Source Selection Authority for a decision.



Bob Zaik, SSEB Chairperson



Rob Constable, SSEB Member



Kadran Cohen, SSEB Member

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2021R-01 Employee Benefits Consultant

Technical Proposal Rating/Score

Respondent	Technical Proposal Rating	Technical Proposal Score
Lockton Companies	BLUE-OUTSTANDING	8.6
USI Insurance Services	BLUE-OUTSTANDING	8.3

Past Performance Rating

Respondent	Rating
Lockton Companies	8.3 Substantial Confidence
USI Insurance Services	8.3 Substantial Confidence

Price Proposal Submittals:

	LOCKTON	USI
BASE YEAR 1	\$105,000.00	\$85,000.00
BASE YEAR 2	\$105,000.00	\$75,000.00
BASE YEAR 3	\$105,000.00	\$75,000.00
3 YEAR TOTAL	\$315,000.00	\$235,000.00
OPTION YEAR 1	\$106,500.00	\$80,000.00
OPTION YEAR 2	\$108,000.00	\$80,000.00
5 YEAR TOTAL	\$529,500.00	\$395,000.00

In addition, below are the fixed fees we have paid Lockton Companies for the current (2014R-29) Employee Benefits Consulting Services contract.

YEAR	TERM	PRICE
11/1/2014 - 10/31/2015	YR-1	\$96,000.00
11/01/2015 - 10/31/2016	YR-2	\$96,000.00
11/01/2016 - 10/31/2017	YR-3	\$98,800.00
11/01/2017 - 10/31/2018	OPTION YR-1	\$101,844.00
11/01/2018 - 10/31/2019	OPTION YR-2	\$104,896.00
11/1/19 - 04/01/20	6MOS Extension	\$52,448.00
04/01/20-04/01/21	EXTENDED YR	\$104,896.00