MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors DATE: June 21, 2016

FROM: Brett Wood, Purchasing Manager

SUBJECT: Employee Benefits Consulting – Alliant Insurance Services

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ACTION REQUESTED
Approve the renewal of a blanket purchase order which was awarded to Alliant Insurance Services of Newport, CA as a result of competitive Request for Proposals No. 10366 for employee benefit consulting services in the maximum amount of $50,801 for the period of July 1, 2016 through June 30, 2017; and

Approve option to renew the resulting blanket purchase order on a year-to-year basis for two (2) additional one-year periods provided the renewal amounts to not exceed 10 percent in aggregate of the original award amount; and

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND
Placer County offers a comprehensive benefit program to its employees and retirees including health, dental and vision insurance; basic life, accidental death and disability insurance; dependent care flexible spending accounts; cafeteria plans for dependent care, health care reimbursement and premium conversion; and an Employee Assistance Program. Due to the complexities associated with the management and administration of these benefits, the Department of Human Resources requires the services of a qualified consulting firm to provide ongoing review and analysis of the County's benefit programs, claims activity, financial projections, underwriting analysis and other related consulting services.

In October 2014, your Board approved the award of a blanket purchase order (BPO) to Alliant Insurance Services. The (BPO) was awarded for an initial 12-month period, with an option to renew for two (2) additional one-year periods. The first renewal was awarded on BPO No. 22211 and will expire on June 30, 2016.

The Department of Human Resources has reported the consultant has provided satisfactory service and has requested renewal of the BPO for an additional year. The provisions of the agreement provide for an annual increase in accordance with the Producer's Price Index for Insurance Services. Based on this factor, the County's annual cost for this service will increase by approximately $800 to a new total of $50,801.

FISCAL IMPACT
Funds are currently budgeted in the Department of Human Resources' FY 2015-16 Final Budget and is included in the FY 2016-17 Proposed Budget, resulting in no new net County cost. Funds are not encumbered until services are rendered against the BPO.

cc: Lori Walsh, Director of Human Resources
Judy LaPorte, Assistant Director of Human Resources