



AGENDA ITEM REPORT

DATE: August 20, 2024
DEPARTMENT: Human Resources
REQUESTER: Angela Pruitt
TITLE: Award Contract for Employee Benefits Consulting and Actuarial Auditing

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP230620CJV, Employee Benefits Consultant and Actuarial Auditor to Aon Benefits & Insurance Services, Inc. for employee benefits consulting and actuarial auditing, on an as needed basis, for an initial term of three years, in the amount of \$192,000 annually.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract, for up to two additional years, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Awards a contract to the top ranked firm, Aon Benefits & Insurance Services, Inc, for employee benefits consulting and actuarial auditing commencing on October 1, 2024. The initial contract is for three years with up to two additional one year renewals.

Total expenditures for FY24-25 are expected to be \$192,000.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
RFP230620CJV was advertised and published on February 13, 2024. On the due date of March 14, 2024, the County received and opened four proposals. The proposal evaluation meeting was held on April 23, 2024. Following the evaluation meeting and scoring, the committee recommended the contract be awarded to Aon Benefits & Insurance Services, Inc.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	
F)	Fund: Program: Project: Account Strings: GC5133757602.503190	
G)	Fund Type?	Other: Self-Insurance Health Fund
H)	Comments: FY23-24 expenditures \$175,000. FY24-25 are expected to be \$192,000.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

Effective 1/1/2025

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Aon Contract	7/30/2024	Contract
Signature Authorization	7/30/2024	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Human Resources	Tucker, Mary	Approved	8/8/2024 - 8:17 AM
Human Resources	Pruitt, Angela	Approved	8/8/2024 - 12:57 PM
Budget Services	Guttery, Angela	Approved	8/8/2024 - 3:29 PM
Budget Services	Winton, Peter	Approved	8/9/2024 - 8:46 AM
County Attorney	Fraser, Andrea	Approved	8/9/2024 - 9:18 AM
County Manager	Harner, David	Approved	8/13/2024 - 3:04 PM