



CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

EC-19-373

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM

March 22, 2019

TO: Klarissa J. Peña, President, City Council

FROM: Timothy M. Keller, Mayor 

SUBJECT: Mayor's Recommendation of Award (ROA) for RFP No. 2019000036 "Fully Insured Group Life and Disability Insurance"

The City of Albuquerque's Human Resources, Insurance and Benefits Division in conjunction with the Department of Finance, Purchasing Division, issued the RFP for fully insured group life and disability insurance.

The RFP was posted on the Purchasing E-Procurement, Sicommm.net website on November 2, 2018 and advertised in the Albuquerque Journal on November 4, 2018.


The City received four (4) responses to this solicitation. The ad hoc evaluation committee evaluated and scored the proposals received in accordance with the evaluation criteria published in the RFP. After thoroughly reviewing and scoring all the proposals, Mutual of Omaha Insurance Company submitted the highest ranked proposal earning a score of 990 points. The ad hoc committee found Mutual of Omaha Insurance Company to be both responsive and qualified and recommends an award to Mutual of Omaha Insurance Company.

I concur with this recommendation.

The City of Albuquerque's Insurance and Benefits Division will manage this contract.

Mayor's Recommendation of Award (ROA) for RFP No. 2019000036 "Fully Insured Group Life and Disability Insurance"

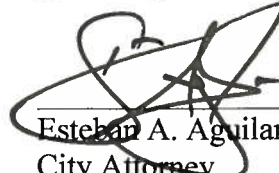
Approved:



Sarita Nair
Chief Administrative Officer

4/1/19
Date

Approved as to Legal Form:

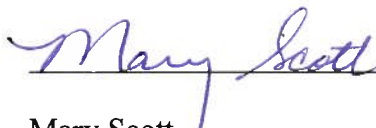


Esteban A. Aguilar, Jr.
City Attorney

3-28-19
Date



Recommended:



Mary Scott,
Director of Human Resources

3/26/19
Date

Cover Analysis

1. What is it?

Approval of Recommendation for the Award for “Group Life and Disability Insurance”.

2. What will this piece of legislation do?

Approve the negotiation and execution of the contract with the recommended Life and Disability insurance carrier.

3. Why is this project needed?

This project is required to provide Group Life and Disability insurance to the employees and families of the City of Albuquerque and Participating Entities.

4. How much will it cost and what is the funding source?

For group short and long term disability, and supplemental life it is 100% voluntary and paid by employees. The basic and retiree life insurance expense, which is 100% paid by the city is estimated to decrease approximately by \$450,000, with a three year rate guarantee. The total expense for FY 2020 is anticipated to be \$1.1 million.

5. Is there a revenue source associated with this Plan? If so, what level of income is projected?

The Insurance Fund will maintain revenues by charging the departments a sufficient amount to cover the projected cost of the \$1.1 million.

FISCAL IMPACT ANALYSIS

TITLE: Mayor's Recommendation of Award (ROA) for RFP No. P2019000038 "Fully Insured Group Life and Disability Insurance"

R: O:
FUND: 735

DEPT: Human Resources

- ☒ No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- ☐ (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	2019	Fiscal Years 2020	2021	Total
Base Salary/Wages				-
Fringe Benefits at	-	-	-	-
Subtotal Personnel	-	-	-	-
Operating Expenses		(450,000)		(450,000)
Property		-	-	-
Indirect Costs	-	-	-	-
Total Expenses	\$ -	\$ (450,000)	\$ -	\$ (450,000)
<input type="checkbox"/> Estimated revenues not affected				0
<input checked="" type="checkbox"/> Estimated revenue impact		(450,000)	-	(450,000)
Total Revenue	\$ -	\$ (450,000)	\$ -	\$ (450,000)

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

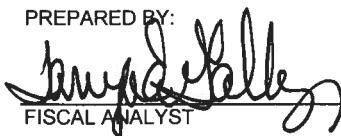
Number of Positions created

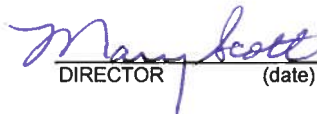
COMMENTS: The Human Resources Department contracts for group short and long term disability, supplemental life, basic and retiree life. For group short and long term disability, and supplemental life it is 100% voluntary and paid by employees, the city does not pay any portion of the premiums. The basic and retiree life insurance expense, which is 100% paid by the city is estimated to decrease approximately by \$450,000, with a three year rate guarantee. The total expense for FY 2020 is anticipated to be \$1.1 million.

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

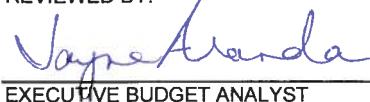
PREPARED BY:

APPROVED:


FISCAL ANALYST


DIRECTOR (date)

REVIEWED BY:


EXECUTIVE BUDGET ANALYST

 3/27/19
BUDGET OFFICER (date)


CITY ECONOMIST



City of Albuquerque
Department of Finance and Administrative Services

Timothy M. Keller, Mayor

Interoffice Memorandum

Date February 8, 2019

TO: Sarita Nair, Chief Administrative Officer

FROM: Mary Scott, Director of Human Resources *M. Scott*

SUBJECT: **Recommendation of Award: RFP No. 2019000036, "Fully Insured Group Life and Disability Insurance"**

The City of Albuquerque Department of Human Resources, Insurance and Benefits Division, in conjunction with the Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation. The solicitation was posted on the purchasing website and advertised in the Albuquerque Journal. Four responses were received for evaluation.

The ad hoc evaluation committee evaluated and scored the responses in accordance with the evaluation criteria published in the RFP and recommends award of contract to Mutual of Omaha Insurance Company. I concur with this recommendation. Listed below are the composite scores for the top three responses received:

Mutual of Omaha	990
MetLife	871
Hartford	801

The City of Albuquerque's Insurance and Benefits Division will manage this contract.

Approved:

SN

Sarita Nair (Date)
Chief Administrative Officer

2/20/19

Attachment: Score Sheet
Campaign Reports

Original: Purchasing P2019000036



City of Albuquerque
Department of Finance and Administrative Services
Purchasing Division

Timothy M Keller, Mayor

March 6, 2019

Via e-mail: lisa.marecki@symetra.com

Symetra Life Insurance Company
Attention: Lisa Marecki
777 108th Ave NE, Suite 1200
Bellevue, WA 98004

Subject: Recommendation of Award: P2019000036 Basic/Supplemental Life/Short-Term Disability Insurance

Dear Ms. Marecki,

Thank you for submitting a proposal to provide basic/supplemental life/short term disability insurance. The Ad Hoc Evaluation Committee (Committee) appointed to review the proposals has completed a careful and thorough evaluation of each proposal, based on the criteria published in the RFP. As a result of the Committee's review, a Recommendation of Award has been extended to:

Mutual of Omaha Insurance Company

Attached is a copy of the composite score sheet identifying the name of each company which submitted a proposal and each proposal's score.

The Administration has approved the contract award. However, before finalizing a contract, you should be aware that the RFP allows for a protest period during which other applicants may protest the scoring. For this RFP, the protest period will end at 5:00 on March 20, 2019.

In addition, the recommendation of award requires City Council approval. A date for City Council approval has not yet been determined.

Thank you for your time and effort in participating in this important procurement and for your consideration in doing business with the City. If you have any questions, please feel free to contact me at (505) 768-3333 or at icordova@cabq.gov.

Sincerely,

Iris Cordova
Purchasing Program Specialist
DFAS, Purchasing Division

Enclosures:
Composite Score sheet

Cc:
Jesse Muniz, Chief Procurement Officer
File: P2019000036



City of Albuquerque
Department of Finance and Administrative Services
Purchasing Division

Timothy M Keller, Mayor

March 6, 2019

Via e-mail: john.hinton@thehartford.com

Hartford Life and Accident Insurance Company
Attention: John Hinton
One Hartford Plaza
Hartford, CT 06155

Subject: Recommendation of Award: P2019000036 Basic/Supplemental Life/Short-Term Disability Insurance

Dear Mr. Hinton,

Thank you for submitting a proposal to provide basic/supplemental life/short term disability insurance. The Ad Hoc Evaluation Committee (Committee) appointed to review the proposals has completed a careful and thorough evaluation of each proposal, based on the criteria published in the RFP. As a result of the Committee's review, a Recommendation of Award has been extended to:

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Sincerely,

Iris Cordova
Purchasing Program Specialist
DFAS, Purchasing Division

Enclosures:
Composite Score sheet

Cc:
Jesse Muniz, Chief Procurement Officer
File: P2019000036



City of Albuquerque
Department of Finance and Administrative Services
Purchasing Division

Timothy M Keller, Mayor

March 6, 2019

Via e-mail: twright1@metlife.com

MetLife
Attention: Timothy Wright
6400 S. Fiddler's Green Circle, STE 220
Greenwood Village, CO 80111

Subject: Recommendation of Award: P2019000036 Basic/Supplemental Life/Short-Term Disability Insurance

Dear Mr. Wright,

Thank you for submitting a proposal to provide basic/supplemental life/short term disability insurance. The Ad Hoc Evaluation Committee (Committee) appointed to review the proposals has completed a careful and thorough evaluation of each proposal, based on the criteria published in the RFP. As a result of the Committee's review, a Recommendation of Award has been extended to:

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Sincerely,

Iris Cordova
Purchasing Program Specialist
DFAS, Purchasing Division

Enclosures:
Composite Score sheet

Cc:
Jesse Muniz, Chief Procurement Officer
File: P2019000036



City of Albuquerque
Department of Finance and Administrative Services
Purchasing Division

Timothy M Keller, Mayor

March 6, 2019

Via e-mail: anthony.giamello@mutualofomaha.com

Mutual of Omaha Insurance Company
Attention: Anthony Giamello
14131 Midway Road, Suite 600
Addison, TX 75001

Subject: Recommendation of Award: P2019000036 Basic/Supplemental Life/Short-Term Disability Insurance

Dear Mr. Giamello,

Thank you for submitting a proposal to provide basic/supplemental life/short term disability insurance. The Ad Hoc Evaluation Committee (Committee) appointed to review the proposals has completed a careful and thorough evaluation of each proposal, based on the criteria published in the RFP. As a result of the Committee's review, a Recommendation of Award has been extended to:

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Sincerely,

Iris Cordova
Purchasing Program Specialist
DFAS, Purchasing Division

Enclosures:
Composite Score sheet

Cc:
Jesse Muniz, Chief Procurement Officer
File: P2019000036



Bill To:
City of Albuquerque
Dept. of Finance & Admin
Services
Accounts Payable
PO Box 1985
Albuquerque, NM 87103

THIS NUMBER MUST APPEAR
ON ALL DOCUMENTS

City of Albuquerque

RFP Recommendation for Award

RFP Recommendation for Award
SO2019000015 - 0null

Basic/ Supplemental Life, Long/Short Term Disability Insurance

DELIVER TO:

CITY OF ALBUQUERQUE
PO Box 1293
Albuquerque, NM 87103
icordova@cabq.gov

Date: Wed Mar 06, 2019
Quoted By: Anthony Giamello
F.O.B.: Destination
Terms:

VENDOR:

MUTUAL OF OMAHA INSURANCE COMPANY
14131 Midway Road, Suite 600
Addison, TX 75001
Attn: Regional Manager
Vendor Nbr: 0000149431
Emailed To: anthony.giamello@mutualofomaha.com
Phone: 214-405-8531
Fax: 972-702-2416
eCommerce ID: P00000119568

Start of Service Date Mon Jul 01, 2019
End of Service Date: Tue Jun 30, 2020

SOL#: P2019000036
DOC#: D2019000104

Contact: IRIS CORDOVA

Buyer: IRIS CORDOVA 505-768-3333

1 Header Attachments

Item No	Description	Quantity UOM	Unit Price	Extension
1	Group Life and Disability Insurance (953-63) (nt)	1 EA	\$99,867.85	\$99,867.85
	Subtotal:			\$99,867.85
	Total:			\$99,867.85
General Comments:				
Instructions: Freight / Handling Included in Price				
		By: B. Jesse Muniz		
Print Award Document		PO Options		

**Award SO2019000015 requires Approval.
Forwarded to sicappmgr. Route 5394.
Ccd to: (cc approvers thru next actual approver)
It can be located in My POs: In Approval under Approvals Manager**

Evaluation Factors		MetLife	Hartford	Symetra	Mutual of Omaha
Industry rating, experience and references working with complex entities similar in size to the City and associated entities.	CM1	180	190	150	190
	CM2	190	200	190	200
	CM3	190	190	150	200
	CM4	200	180	160	200
	CM5	200	190	170	200
Up to 200					
Total		960	950	820	990
Ability to administer in force and requested plan design, accept current administrative and billing procedures and breadth and scope of plans offered.	CM1	250	230	200	280
	CM2	250	200	200	290
	CM3	225	200	200	300
	CM4	230	200	220	300
	CM5	250	200	230	290
Up to 300					
Total		1205	1030	1050	1460
Completeness of response to proposal and Cost Management programs	CM1	160	120	150	200
	CM2	200	50	170	200
	CM3	150	100	125	200
	CM4	160	120	150	200
	CM5	180	70	140	200
Up to 200					
Total		850	460	735	1000
Premium Cost	CM1	268	263	280	300
	CM2	268	263	280	300
	CM3	268	263	280	300
	CM4	268	263	280	300
	CM5	268	263	280	300
Up to 300 pts					
Total		1340	1315	1400	1500
Sub Total		4355	3755	4005	4950
AVERAGE (1000 Points Possible)		871	751	801	990
Preferences					
Local Vendor (50 Pts)		0	0	0	0
Small Vendor (50Pts)		0	0	0	0
State (50 Pts)		0	0	0	0
Veteran (50 Pts)		0	0	0	0
(to be calculated by Purchasing)					
GRAND Total (AVERAGE)* 1200 Points Possible		871	751	801	990

* Total = total points divided by number of evaluators

Campaign Contributors Report

Monday, February 11, 2019

Page 1 of ?

For the period of Feb 11, 2017 to Feb 11, 2019

Prompt Values Entered: NOTHING SELECTED, Mutual of Omaha

No Records Found

This report was created with the most current campaign contribution data provided by the City Clerk's Office (and the Information Systems Division) last updated on Dec 28, 2017

Campaign Contributors Report

Monday, February 11, 2019

Page 1 of ?

For the period of Feb 11, 2017 to Feb 11, 2019

Prompt Values Entered: NOTHING SELECTED, Symetra

No Records Found

This report was created with the most current campaign contribution data provided by the City Clerk's Office (and the Information Systems Division) last updated on Dec 28, 2017

Campaign Contributors Report

Monday, February 11, 2019

Page 1 of ?

For the period of Feb 11, 2017 to Feb 11, 2019

Prompt Values Entered: NOTHING SELECTED, Hartford

No Records Found

This report was created with the most current campaign contribution data provided by the City Clerk's Office (and the Information Systems Division) last updated on Dec 28, 2017

Campaign Contributors Report

Monday, February 11, 2019

Page 1 of ?

For the period of Feb 11, 2017 to Feb 11, 2019

Prompt Values Entered: NOTHING SELECTED, MetLife

No Records Found

This report was created with the most current campaign contribution data provided by the City Clerk's Office (and the Information Systems Division) last updated on Dec 28, 2017
