

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP #E-37-18
Group Health Benefits Coverage
Development Service Conference Room
100 W. Atlantic Blvd. 3rd Floor, Pompano Beach, FL
2:00 p.m. 08/01/2018**

The committee consisted of:

Eddie Beecher, Human Resource Director (Voting)
Allison Feurtado, Controller (Voting)
Cindy Lawrence, Risk Manager (Voting)
Robert McCaughan, Manager (Voting)
Also in attendance: Jeff English, Purchasing Agent

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide Group Health Benefits Coverage to the City. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Two (2) firms submitted acceptable responses to the City's Request for Proposals (RFP).

Eddie Beecher led the technical discussion. The Purchasing Agent reviewed evaluation procedures, and distributed Conflict of Interest Statements for completion by all voting members. Each Committee member had reviewed all of the responses in advance of the meeting.

The Committee discussed each of the proposals in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

(1)	Blue Cross Blue Shield of Fl.	385
(2)	Deer Oaks EAP Services, LLC.....	187

A copy of the voting matrix is attached. The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate and enter into a contract with Blue Cross Blue Shield of Fl.

The Committee meeting adjourned at 2:46 p.m.