



Westchester Community College

State University of New York

73597

December 23, 2019

To: Board of Acquisition and Contract

From: Belinda S. Miles
President, Westchester Community College

Re: Authority to enter into an agreement with BPAS for the provision of health insurance consulting services to Westchester Community College

Westchester Community College (the "College") issued a request for proposals ("RFP") seeking qualified firms to provide consulting services in connection with its Employer Provided Health Insurance. The consulting services solicited under the RFP included the evaluation of the College's current program of self-insurance, and if necessary, the preparation, distribution, receipt, review and evaluation of responses to a Request for Proposals in conjunction with the College's search for a new administrator or for an insurer to provide traditional medical insurance, assist with any transition, and to provide other related services, as requested by the College. Proposals were due by October 31, 2019. After a thorough review of the proposals received, I recommend that an agreement be entered into with BPAS Actuarial & Pension Services, LLC ("BPAS").

The College received four (4) proposals in response to the RFP from: 1) M&T Insurance Agency, Inc. in the amount of \$115,000.00; 2) BPAS in the amount of \$179,000.00; 3) USI Insurance Services in the amount of \$385,000.00; and 4) The Lawley Benefits Group in the amount of \$231,000.00.

The proposals were evaluated using the following evaluation criteria as set forth in the RFP: experience in performing similar work with other employers, particularly, New York State municipalities and SUNY community colleges; experience of staff to be assigned; cost of services; responsiveness to the proposal in clearly stating an understanding of the scope of services; results of the firm's peer review; and client references. Each of the evaluation criteria was assigned a score based on a weighted percentage. Following the evaluation of each proposal with reference to the aforementioned criteria, the College's review committee determined that BPAS received the highest score. While not the lowest cost proposer (cost being only one of the criteria), the selection of BPAS was based upon the overall merits of its proposal, its relevant experience and the personnel to be assigned to the project. In addition, BPAS is the College's

current actuarial consultant and through this work already has a thorough understanding of the College's health insurance operations and its needs.

The proposed agreement would have a term of three (3) years, commencing on or about February 1, 2020, with the College having the sole option to renew the agreement for an additional two (2) year term. The total amount of the base three (3) year term shall be in a total amount not to exceed \$195,000.00, payable in accordance with an approved budget. Should the College require any additional work outside the scope of the above-described consulting services BPAS will be compensated on a discounted hourly basis in accordance with the approved budget.

The public purpose of the proposed agreement is that it will assist the College in insuring the provision of high quality and cost effective health care for employees, retirees and their respective families. Performance of the agreement will be measured by College personnel.

I believe that it is in the best interest of the College to enter into this proposed agreement with BPAS and I therefore recommend that you act favorably on the annexed proposed resolution.

BSM/jpi
Attachment

RESOLUTION

Upon a communication from the President of Westchester Community College, be it hereby

RESOLVED, that the County of Westchester acting by and through Westchester Community College is hereby authorized to enter into an agreement with BPAS Actuarial & Pension Services, LLC (“BPAS”) for the provision of health insurance consulting services; and be it further

RESOLVED, that the agreement shall have a term of three (3) years, commencing on or about February 1, 2020, with the College having the sole option to renew the agreement for an additional two (2) year term. The total amount of the base three (3) year term shall be in a total amount not to exceed \$195,000.00, payable in accordance with an approved budget, and should the College require any additional work, BPAS will be compensated on a discounted hourly basis in accordance with the approved budget; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	010	0105		4425		\$195,000

Budget Funding Year(s) Start Date: 02/01/2020 End Date: 01/31/2023
 (must match resolution)

Funding Source:	Tax Dollars	<u>\$53,765</u>	Contractor Federal I.D. No./
	State Aid	<u>\$47,900</u>	Social Security No.:
<u>\$195,000</u>	Federal Aid	_____	Vendor No.:
(must match resolution)	Other	<u>\$93,335 (Tuition)</u>	Encumbrance No.: _____