



COMMISSIONERS COURT  
COMMUNICATION

AGENDA DATE : 1/7/2013

CONSENT OR REGULAR: consent

CONTRACT REFERENCE NO  
(IF APPLICABLE): \_\_\_\_\_

**SUBJECT:**

Disposition of RFP # 12-061, Consultation Services for Health & Dental Benefits for the County of El Paso. This bid was under \$50,000.00 and did not need to be reviewed and approved by the Procurement Review Panel.

**BACKGROUND/DISCUSSION OF TOPIC:** To include statutory requirement, operational impact, or performance goal.

This RFP is to solicit a vendor for Consultation Services for Health & Dental Benefits for the County of El Paso.

**FISCAL IMPACT:**

The fiscal impact will be disclosed upon Commissioners Court approval.

**PRIOR COMMISSIONERS COURT ACTION (IF ANY):**

Approved to go out to bid by Commissioners Court on March 19, 2012. Specifications were approved by the Purchasing Review Panel on August 21, 2012. The PRP approved to RFP to be placed for award on 12/14/12

**RECOMMENDATION:**

Recommendation that award be made to:

HUB International Insurance Services for RFP # 12-061, Consultation Services for Health & Dental Benefits for the County of El Paso with the contract term of one (1) year, renewable for four-one year extensions.

**COUNTY ATTORNEY APPROVAL**

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY:

LEGAL REVIEW:

LEGAL REVIEW NOTES (If Applicable):

DATE:

SUBMITTED BY: Jose Lopez Jr., Assistant Purchasing Agent (915) 546-2048



**EL PASO COUNTY PROCUREMENT REVIEW PANEL FORM**

PRP No. \_\_\_\_\_

SPEC \_\_\_\_\_  
 BID \_\_\_\_\_  
 RPF \_\_\_\_\_  
 RFP \_\_\_\_\_  
 RFQ \_\_\_\_\_  
 CONTRACT \_\_\_\_\_

BID \_\_\_\_\_  
 RPF 12-061 Consultant for Health  
 RFP \_\_\_\_\_ & Benefit  
 RFQ \_\_\_\_\_  
 CONTRACT \_\_\_\_\_

**Description:**

Human Resources – Health Plan Benefits Consultant – Sam Trujillo

*RFP 12-061 Consultations for services for Health & Dental Benefits for County*

**ACTION TAKEN BY PROCUREMENT REVIEW PANEL**

12/14/12 Reviewed and Accepted for Commissioners Court Action\*

\_\_\_\_\_ Returned to Department for further action/information/documentation\*

\_\_\_\_\_ Not Accepted/Other\* \_\_\_\_\_

(\* with the following modifications, amendments, or reservations) *Purchasing will place on agenda. approve for Commissioners Court. Recommendation of one-year term, renewable for ~~one year~~ four one-year extensions*

This procurement item has been reviewed by the Procurement Review Panel. Said review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

**Panel Members**

<b>County Contract Administrator</b> <i>vacant</i>	<b>Accept</b>	<b>Not Accept</b>
<b>County Auditor Designee</b> <i>Edward A. H.</i>	<b>Accept</b>	<b>Not Accept</b>
<b>County Purchasing Designee</b> <i>[Signature]</i>	<b>Accept</b>	<b>Not Accept</b>
<b>County Department Designee</b> <i>[Signature]</i>	<b>Accept</b>	<b>Not Accept</b>
<b>Subject Matter Expert (as needed)</b>	<b>Accept</b>	<b>Not Accept</b>

**County Attorney Reviewer** Approved for further action Y / N

*Josephine J. Burstrom*



**RFP # 12-061**  
**Consultation Services for Health &  
Dental Benefits for the County of El Paso**  
**OPENING DATE: October 25, 2012**

**PROPOSER**

**HUB International Insurance Services**



Approved By/Signature

Sam Trujillo

Approved by/ Print

Human Resource  
Department

12-11-12

Date

Formal Bid Buyer:

LB 10/30/12