

AGENDA BILL

**Beaverton City Council
Beaverton, Oregon**

SUBJECT: Award Retainer Agreements for Wellness Programs and Related Services for FY 2015-16 and FY 2016-17

FOR AGENDA OF: 07-14-15 **BILL NO:** 15153

Mayor's Approval: Denny Osle

DEPARTMENT OF ORIGIN: HR AM

DATE SUBMITTED: 06-30-15

CLEARANCES: City Attorney W. King
Purchasing J. Muralt
Finance J. Muralt

PROCEEDING: CONSENT AGENDA
(CONTRACT REVIEW BOARD)

- EXHIBITS:**
1. List of Focus Areas
 2. List of Recommended Proposers Grouped in Focus Areas

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$0*	BUDGETED \$43,500**	REQUIRED \$0

*No expenditure is required as part of this agenda bill. As work is needed, staff will prepare scopes of work and execute project contracts with consultants on retainer agreement.

**Account Number: 706-40-0016-394 Wellness Program Expense

RECOMMENDED ACTION:

Council, acting as Contract Review Board: (1) Award retainer agreements for an initial two-year term through FY 2016-17, in a form approved by the City Attorney, to the consultants listed on Exhibit 2; and (2) Authorize City staff to extend the retainer agreements for an additional two-year term conditioned on the availability of funds and Council's approval of future budgets through FY 2018-19.

HISTORICAL PERSPECTIVE:

Prior to 2011, the Human Resources Department in conjunction with the Wellness Committee sought out quotes and contracted with qualified providers on an as-needed basis to provide wellness programs and related services to City staff. Each contract awarded was for specific programs and/or services. Hiring providers in this manner required negotiation of new personal services contracts for each program or service.

To maximize internal efficiencies, solicit the newest wellness products and services in the marketplace, and provide the City with enhanced capability and flexibility to offer programs, services, and educational resources that support healthy lifestyle choices among employees and their families, the City solicited proposals from providers in 2011 and again in 2015 seeking to be placed on retainer to the City. The City will call on the retained providers as needed for wellness programs and services.

INFORMATION FOR CONSIDERATION:

A request for proposals was advertised in the *Daily Journal of Commerce* on April 15, 2015, and posted on the City's public website. Proposals were received by 2:00 p.m. on May 13, 2015. In addition to advertising, Human Resources notified eight wellness providers the City had previously worked with, or

was familiar with, of the issuance of the RFP. Out of 46 firms that registered to view and/or download the RFP, the City received proposals from ten firms.

The RFP specified that it is the City's intent to execute retainer agreements with the top two providers in each of the five focus areas. It was further specified that the retainer agreements will be in effect for a two-year period, with the option to renew up to one additional two-year period, for a total term not to exceed four years. The five focus areas within the RFP were: (1) On-site Fitness Classes, (2) Customized Wellness Plan and Consulting, (3) Employee Health Coaching, Outreach and Education, (4) Health Screenings and (5) Flu Shots and Vaccinations. The RFP invited proposers to respond to one or more areas described in the Scope of Work. A total of twenty-four proposals were received in the five focus areas from ten firms as listed in Exhibit 1.

The proposals were reviewed and rated by a selection committee comprised of four City employees. All proposals were evaluated on the following factors: knowledge and experience, program and/or services to be provided, relevant experience and references, MWESB and contract price. Exhibit 2 contains the recommended list in each of the five focus areas.

Staff recommends that Council award retainer agreements to all of the consultants listed on Exhibit 2. After Council approves the consultant list, staff will work to execute retainer agreements immediately. Subsequently, as services in the focus areas are required, staff will prepare scopes of work and execute project contracts. For any service where the total consultant fee totals over \$100,000 staff will return to Council with a recommendation to award a professional services contract. Consultants selected and placed on retainer agreement will not be guaranteed a minimum amount of work.

EXHIBIT 1

List of Focus Areas for Wellness Programs and Related Services

No.	Focus Area	No. of Proposals Received
1	On-site Fitness Classes	4
2	Customized Wellness Plan and Consulting	4
3	Employee Health Coaching, Outreach and Education	7
4	Health Screenings	7
5	Flu Shots and Vaccinations	2
<i>Total</i>		24

EXHIBIT 2

Proposed Wellness Programs and Related Services Retainer List

RFP 2985-15B Wellness Plan Evaluation Committee			
Focus Area 1: On-Site Fitness Classes			Position
Company Name	TOTAL	AVERAGE	
Better Life Studios	335	83.75	#1
Moda	304	76	#2
Focus Area 2: Customized Wellness Plan and Consulting			
Company Name	TOTAL	AVERAGE	
Moda	321	80.25	#1
Providence	308	77	#2
Focus Area 3: Employee Health Coaching, Outreach, and Education			
Company Name	TOTAL	AVERAGE	
Moda	346	86.5	#1
Compsych	319	79.75	#2
Focus Area 4: Health Screenings			
Company Name	TOTAL	AVERAGE	
Providence	355	88.75	#1
Moda	346	86.5	#2
Focus Area 5: Flu Shots and Vaccinations			
Company Name	TOTAL	AVERAGE	
Moda	345	86.25	#1
Quest	343	85.75	#2

