



**BID COMMITTEE
DECISION REPORT**

Meeting Date: August 17, 2017
 Contact: Nick Kassam
 Contact No.: 604 829 2097

TO: Bid Committee
 FROM: Chief Purchasing Official

Entry into three separate contracts in relation to Request for Proposal PS 20170443 - Group Benefits Administration with Green Shield Canada, Sun Life Financial and SSQ Financial Group .

This item was considered by Bid Committee on August 17, 2017 and was approved without amendment.

COMMITTEE DECISION

The Bid Committee approved the entry into the following contracts, under the authority of the City’s Procurement Policy AF-015-01, provided that such contract shall not be entered into until it is also approved by Council, as required by such policy.

Solicitation Number:	Request for Proposal PS20170443
Description of the Goods or Service:	Provision of Group Benefits Administration Services
Recommended Vendors:	Green Shield Canada - Extended Health and Dental Sun Life Financial – Life Insurance SSQ Financial Group - Critical Illness
Contract Term and Estimated Contract Value:	The recommended term of the contract is 5 years, with the option to extend for 5 additional one-year terms. The estimated total contract price plus applicable taxes, over the initial 5-year term of the contract is \$14,774,557 broken down as follows: The estimated contract price for Health & Benefits is \$7,203,174.00 plus applicable taxes, over the initial 5-year term of the contract.

	<p>The estimated contract price for Life Insurance is \$6,955,435.00 plus applicable taxes, over the initial 5-year term of the contract.</p> <p>The estimated contract price for Critical Illness is \$615,948.00, plus applicable taxes, over the initial 5-year term of the contract.</p>
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PROCUREMENT SUMMARY

Date of Issuance of RFP:	April 26, 2017
Notices Sent:	Supply Chain Management sent notices to eighteen proponents.
Closing Date:	May 25, 2017
Departments:	Supply Chain Management; and Human Resources, Financial Services with the assistance of Legal Services.

VENDOR PRICING

<u>Vendor Name:</u>	<u>Health Dental & Stop Loss (2018)</u>	<u>Basic Life Insurance (2018)</u>	<u>Basic Critical Illness (2018)</u>
Green Shield Canada	\$1,089,800	n/a	n/a
Sun Life Assurance Co. of Canada	n/a	\$1,257,123	n/a
SSQ Financial Group	n/a	n/a	\$110,930
Pacific Blue Cross	n/a	n/a	n/a
Allstate Benefits	n/a	n/a	n/a
Chubb Life Insurance Co. of Canada	n/a	n/a	n/a
Claimsecure Inc.	n/a	n/a	n/a
Great West Life Assurance Co.	n/a	n/a	n/a
Industrial Alliance Financial Group	n/a	n/a	n/a
Manulife Financial Corporation	n/a	n/a	n/a

Evaluation Criteria	Evaluation Weighting
Technical	50
Financial	45
Sustainability	5
Phase 1 Total	100
Short listed proponent Interview and Demo (applies to Health and Dental Only)	25
Phase 2 Total	125

COMMENTS

For the recommended contract, the following requirements have been met:

- a) The solicitation documents were publicly advertised in accordance with the City's Procurement Policy AF-015-01;
- b) The contract is proposed to be entered into with the vendors offering the best value, which is also the highest-scoring vendor and the lowest-priced compliant vendor determined in accordance with the criteria, factors or methods previously disclosed in the public solicitation documents with the exception of the award to SSQ with respect to Critical Illness Insurance.
- c) Financial Planning & Analysis and the applicable business unit have reviewed and concur on the budget and recommendation;
- d) Bid Committee approval authority exists, as outlined in the City's Procurement Policy AF-015-01 and Council approval is required under the City's Procurement Policy AF-015-01, due to the value being in excess of \$2 million; and
- e) The Director of Legal Services, Chief Purchasing Official and Human Resources General Manager are recommended to be authorized to execute and deliver all legal documents on behalf of the City.
- f) The Bid Committee approval is pre contract award, the final contract information may vary subject to final negotiations and award.

DECISION

The Bid Committee approved the entry into 3 separate contracts in relation to Group Benefits Administration Services with Green Shield Canada, Sun Life Assurance Co. of Canada & SSQ Financial Group under the authority of the City's Procurement Policy AF-015-01, provided that such contract shall not be entered into until it is also approved by Council, as required by such policy.