



## NOTICE OF AWARD

**DATE:** April 6, 2022

**BID:** RFP22-004

**PROJECT NAME:** Employee Benefits Consultant

**CONTRACTOR:** Gehring Group

This award was approved by the City Council on April 5, 2022 (see attached).

If not already provided, please 1) submit your certificate of insurance with coverage amounts described in the RFP documents, endorsement listing the City of Sebring as additional insured for all coverages except worker's compensation, 2) complete the vendor application online at [vendorregistry.com](http://vendorregistry.com) within the next (10) ten days or prior to beginning work, whichever comes first, and 3) submit the signed contract within ten (10) days of receipt.

Bid bonds and bid guarantees received, if any, are released for all vendors other than the vendor being recommended for award.

Lisa Osha  
City of Sebring, Purchasing Agent  
368 South Commerce Avenue; Sebring, Florida 33870  
Phone: 863-471-5110

CITY OF SEBRING

AGENDA ITEM SUMMARY

MEETING DATE: April 5, 2022

PRESENTER: Osha

AGENDA ITEM#: 8 G - Employee Benefits Consultant

BACKGROUND: Based on the recommendation of the Insurance Committee, the Purchasing Department solicited for an employee benefits consultant through a Request for Proposal, and on December 1, 2021, opened sealed proposals. On December 7, 2021, the selection committee (Thomas Dettman, Kathy Haley, and John Shoop) evaluated and ranked all proposals submitted, with Gehring Group, McGriff, and Acentria Public Risk being the three top ranked firms respectively. On December 14, 2021, these firms were interviewed by the committee. To ensure a complete and accurate evaluation, the committee requested additional information and references were checked by staff. On March 25, 2022, the evaluation committee ranked the firms based on the results of the interviews and all information received including the references, with the Gehring Group being ranked the highest firm (see attachment A).

STAFF RECOMMENDATION: Staff recommends awarding the contract for Employee Benefits Consultant to Gehring Group.

REQUESTED MOTION: Approve staff's recommendation, instruct staff to negotiate the terms of the agreement, and instruct the City Attorney to prepare the contract once negotiations are finalized.

COUNCIL ACTION:

APPROVED  
 DENIED  
 TABLED TO: \_\_\_\_\_  
 OTHER

Moved by: CARLISLE; Seconded by: DETTMAN  
Bishop  Carlisle  Dettman  Mendel  Stewart

**ATTACHMENT A**



RFP 22-004  
EMPLOYEE BENEFITS CONSULTANT  
FINAL RANKING RESULTS  
FRIDAY, MARCH 25, 2022

VENDOR				RANK
	THOMAS DETTMAN	KATHY HALEY	JOHN SHOOP	
ACENTRIA PUBLIC RISK	3	3	3	3
GEHRING GROUP	1	1	1	1
MCGRIFF	2	2	2	2

This is not a notice to proceed.  
Results must be presented to and approved by the Sebring City Council before becoming official.

Lisa Osha, Purchasing Agent