

RESOLUTION NO. _____

**APPROVAL OF CONTRACT WITH MCGRIFF INSURANCE SERVICES LLC FOR
GROUP HEALTH INSURANCE BROKER SERVICES**

Item No. 5G

WHEREAS, the Louisville Metro Housing Authority (LMHA) desires to retain a group health insurance broker that will advise and assist the LMHA in obtaining affordable group health insurance coverage for LMHA employees and their dependents, to include alternatives to traditional health insurance plans; and

WHEREAS, a Request for Proposals (RFP) for the procurement of group health insurance broker services was released on July 5, 2023. One bid proposal to the RFP was received on July 25, 2023; and

WHEREAS, a total of eighteen companies reviewed the RFP through LMHA's E-Procurement Marketplace, but only McGriff Insurance Services LLC submitted a bid proposal; and

WHEREAS, McGriff Insurance Services LLC proposes to provide health insurance broker services at an annual fee of \$36,000 with a fee guarantee for three years; and

WHEREAS, a request for approval of this single source procurement has been submitted to HUD and an approval by HUD is pending; and

WHEREAS, the procurement process provides for a one-year contract with McGriff Insurance Services LLC, with four additional one-year renewal options subject to the LMHA Board of Commissioner's approval for each annual contract renewal.

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NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Executive Director and Contracting Officer is authorized to enter into a contract with McGriff Insurance Services LLC to provide Health Insurance Broker Services to LMHA for an annual fee amount of \$36,000 subject to approval by HUD of this single source procurement.

RESOLUTION BACKGROUND STATEMENT

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I. STATEMENT OF FACTS:

The Louisville Metro Housing Authority (LMHA) desires to retain Group Health Insurance Broker Services for the purpose of advising and assisting LMHA with obtaining affordable group health insurance coverage for LMHA employees and their dependents, to include alternatives to traditional health insurance plans. LMHA does not currently have a contract for health insurance broker services.

On July 5, 2023, LMHA released Request for Proposal #1603 in the Courier Journal, The Louisville Defender and LMHA's E- Procurement Marketplace. As a result of this process, LMHA received only one response to the RFP on July 25, 2023, which was from McGriff Insurance Broker Services LLC.

Eighteen companies viewed the RFP through the E-Procurement Marketplace. However only one company, McGriff Insurance Services, LLC, submitted a bid proposal. The proposal satisfies all the bid proposal requirements.

McGriff proposes to provide Group Health Insurance Broker Services at an annual fee of \$36,000 with a three-year fee guarantee.

In accordance with current procurement requirements for HUD approval for all procurements greater than \$30,000 with only one response, a request has been submitted to HUD for approval. The approval is currently pending.

Staff is requesting approval of a contract with McGriff Group Health Insurance Broker Services LLC to provide health insurance broker services, subject to approval from HUD.

II. ALTERNATIVES:

- A. Approve the contract with McGriff Insurance Services LLC, subject to approval from HUD.
- B. Do not approve the contract with McGriff Insurance Services LLC.

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III. RECOMMENDATION:

Staff recommends Alternative "A".

IV. JUSTIFICATION:

The services of the health insurance broker will assist LMHA with obtaining affordable group health insurance coverage for LMHA employees and their dependents, to include alternatives to traditional health insurance plans.

The \$36,000 annual fee for the service will be funded by the Operating Fund.

V. BUDGET APPROVAL:

Funding for this contract will be funded by the Operating Fund.

Jeffrey Ralph, Director of Finance

Date

VI. PROCUREMENT CERTIFICATION:

The award of a contract for Group Health Insurance Broker Services is in compliance with the Louisville Metro Housing Authority's Procurement Policies and Procedures.

Steve Webb, Purchasing Agent

Date

Submitted by: Joyce A. Babb
Director of Personnel
September 19, 2023