

ITEMS REQUIRING BOCC APPROVAL
October 17, 2024
(3 Items)

1. DEPENDENT AUDIT -- HUMAN RESOURCES

FUNDING -- HUMAN RESOURCES

(Request sent to 35 vendors)

RFP #24-0057 Contract

	Alight Solutions, LLC dba Alight Solutions	Allen, Gibbs & Houlik L.C.	Amwins Group Benefits
Dependent Audit	\$37,489.00	\$67,005.00	\$27,430.00
	BMI Audit Services, LLC	ClearTrack HR, LLC dba Cleartrack, Driven 125, Clarify	MedBill Management, LLC
Dependent Audit	\$32,510.00	\$21,540.00	\$40,000.00
	Verifi 1		
Dependent Audit	\$18,596.00		
No Submission	Andover CPAs, PA	Berberich Trahan & Co. PA	BFR CPA LLC
	GJ & Company, LLC	Jaramillo Accounting Group LLC	Knudsen Monroe & Co LLC
	Mitchell & Richards CPAs PA		

On the recommendation of Tammy Cully, on behalf of Human Resources, Greg Gann moved to **accept the proposal from BMI Audit Services, LLC in the amount of \$32,510.00 for period of one (1) year.** Jennifer Blasi seconded the motion. The motion passed unanimously.

A committee comprised of Sheena Schmutz and Connie McAfee - Human Resources; Tim Kaufman - County Manager's Office; Aneesha Redd - Finance; and Tammy Culley - Purchasing reviewed and scored the responses based on the criteria set forth in the RFP. Alight Solutions, LLC dba Alight Solutions, BMI Audit Services, LLC, and Verifi 1 were shortlisted and interviewed during the evaluation period. The committee unanimously agreed to accept the proposal from BMI Audit Services, LLC.

Human Resources is requesting the assistance of a third-party vendor to conduct a dependent audit of the medical/pharmacy plans. The medical/pharmacy plans currently covers almost 6,000 lives. It is assumed that not all dependents on the plans are eligible to be on the plan. By pursuing a third-party audit, we look to ensure all covered individuals can provide documentation that validates their relationship on the medical plan. Currently, Human Resources has never performed or contracted to perform this type of audit. We seek outside expertise to guide our staff through this process.

Notes:

This is a proposal not a bid. Proposals are scored based on criteria set forth in the RFP. There were four (4) components to this RFP.

Component	Points
A. Ability to meet or exceed requirements stated in the Scope of Work	40
B. Cost	20
C. Experience providing similar products	20
D. Able to meet the timeline set forth in the RFP	20
Total Points	100

Cost based on an assumed 1,436 employees with dependents.

Questions and Answers

Greg Gann: Considering that Human Resources has never performed or contracted to perform this type of audit, is there an expectation on the timeline for completion of the audit?

Sheena Schmutz: Give me just one second and I will look up the response for that. Yes. The projected time of the project is approximately three (3) months.

Russell Leeds: I understand this is a proposal, not a bid. Prices varied dramatically across the different proposals that were submitted. Could you just talk a little bit about what made BMI Audit Services LLC, the best value selection based on their submission?

Sheena Schmutz: As the committee listened to all the interviews of the companies here, one of the things that we looked at was experience as well as how they would perform the audit and integrate with our services; what our staff needed to do with that company; and how they would handle the documents once the employee submitted those as well. So those were factors that we considered during the interviews.