



# CITY OF PLANO COUNCIL AGENDA ITEM

<b>CITY SECRETARY'S USE ONLY</b>					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		5/23/2016			
Department:		Human Resources			
Department Head		Shante' Akafia			
Agenda Coordinator (include phone #): <b>Sharron Mason - Ext. 7247</b>					
<b>CAPTION</b>					
RFP No. 2016-0242-C Biometric Screening for a one (1) year contract with three (3) City optional renewals to be utilized by Human Resources awarded to US Wellness, Inc., in the estimated amount of \$100,000, and authorizing the City Manager to execute all necessary documents.					
<b>FINANCIAL SUMMARY</b>					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	<b>2015-16 thru 2018-19</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget		0	100,000	300,000	<b>400,000</b>
Encumbered/Expended Amount		0	0	0	<b>0</b>
This Item		0	-100,000	-300,000	<b>-400,000</b>
BALANCE		0	0	0	<b>0</b>
<b>FUND(S):    HEALTH CLAIMS FUND, 115 TRUST FUND</b>					
<p><b>COMMENTS:</b> This item approves a contract to administer Biometric Screenings for employees, spouses, and retirees. The anticipated cost in FY 2015-16 is \$100,000 and the total future cost is \$300,000, if all renewal years are exercised. The term of the contract will be one (1) year with three (3) optional one-year renewal periods. The funding for this contract will come through the City of Plano's contributions to the Health Claims Fund and 115 Trust Fund and Employee contributions to the Health Claims Fund.</p> <p><b>STRATEGIC PLAN GOAL:</b> Executing a contract for Biometric Screenings relates to the City's goal of Financially Strong City with Service Excellence.</p>					
<b>SUMMARY OF ITEM</b>					
See recommendation memo					
List of Supporting Documents: Recommendation Memo and Recap			Other Departments, Boards, Commissions or Agencies		



# Memorandum

To: Kellie Boyer, Purchasing Manager  
From: Andrea Cockrell, Administrative Services Manager  
Date: April 12, 2016  
Re: Award of Bid RFP 2016-0242-C for Biometric Screening Vendor

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## ***RFP 2016-0242-C***

The Biometric Screening contract will encompass wellness screenings for employees, spouses and retirees and corresponding reporting and health coaching. The Evaluation Committee reviewed and evaluated six (6) proposals in response to the Request for Proposal (RFP) for the Biometric Screenings: Arcpointlabs, Catapult Health, eHealthScreenings, Medical Center of Plano, Star Wellness, and US Wellness, Inc.

Evaluation was based on the following factors:

- Pricing – 40%
- Testing/Scheduling – 30%
- Results/Reporting – 20%
- References and Client Work/History – 10%

Final results showed U.S. Wellness, Inc., with the highest score without respect to pricing. When pricing was added, the overall high score was still U.S. Wellness, Inc. Based upon a screening rate of \$38 and an expanded screening rate of \$60 per participant, US Wellness, Inc., provided a best and final proposal in the amount of \$88,050 which will cover an estimated 2000 participants. The City anticipates utilizing some expanded screenings as well as incurring incidental fees to receive forms from physicians. In view of this, the City estimates an annual expense of \$100,000. The Evaluation Committee recommends the contract be awarded to U.S. Wellness, Inc., based upon the overall best value to the City.

Failure to award this contract will leave the City without a vendor that can administer a primary component of its wellness requirements.

CITY OF PLANO

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RFP No.: 2016-0242-C  
BIOMETRIC SCREENING RFP (REBID)  
RFP RECAP

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RFP Opening Date/Time: **Monday, February 29, 2016@ 3:30 p.m. (CST)**

**Number of Vendors Notified:** 4376

**Vendors Submitting "No Bids":** 0

**Responses Received:**

Arcpoint Labs of Plano	\$179,800		
Catapult Health	\$264,000		
eHealthScreenings	\$ 88,000		
US Wellness, Inc.	\$115,000	US Wellness, Inc. BAFO	\$88,050
The Medical Center of Plano	\$124,000		
Star Wellness	\$139,600		

**Recommended Vendor(s):**

US Wellness, Inc. with a Best and Final Offer (BAFO) in the amount of \$88,050.00, which will cover an estimated 2000 participants. The City anticipate utilizing some expanded screenings as well as incurring incidental fees to receive forms from physicians. In view of this, the City estimates an annual expense of \$100,000.

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I certify that the above includes all firms contacted to bid and that replies are exactly as stated.

*Sharron Mason*

*May 10, 2016*

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Sharron Mason  
Sr. Buyer

Date