

August 6, 2024

Honorable Mayor and City Council
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt Specifications No. RFP HR-23-267 and award a contract to InsureTech, Inc., of Rolling Hills Estates, CA, to provide comprehensive risk management consulting services, in a total annual amount not to exceed \$112,000, for a period of two years, with the option to renew for three additional one-year periods, at the discretion of the City Manager; and, authorize the City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary subsequent amendments. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with InsureTech, Inc., to provide comprehensive risk management consulting services. The consultant will provide as-needed professional services, including but not limited to, insurance consultation, contract review, policy review, and evaluation of best practices.

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on December 21, 2023, and 18 potential proposers specializing in municipal risk management consulting were notified of the RFP opportunity. Of those proposers, 16 downloaded the RFP via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 44 local, minority-owned, and women-owned business groups. There was 1 proposal received on February 8, 2024. The proposer is a Minority-owned Business Enterprise (MBE), Women-owned Business Enterprise (WBE), a certified Small Business (SBEs), and not a Long Beach vendor (Local). The selection committee determined that InsureTech, Inc., of Rolling Hills Estates, CA, was qualified to provide the services.

The proposal was evaluated by representatives from the Department of Human Resources and external subject matter experts. It was evaluated based upon the following criteria:

- Organizational Capacity and Experience (40%)
- Method of Approach (25%)
- Communications and Reporting (25%)
- Reasonableness of Cost (10%)

After an extensive review of the proposal, the selection committee selected InsureTech, Inc. as they met the criteria listed above. While InsureTech, Inc. was the sole vendor to submit a timely proposal, their selection was based on their continuous provision of risk management consulting services to the City of Long Beach since 1998. InsureTech, Inc. has demonstrated unmatched institutional knowledge of the City and its operations from an insurance and risk management perspective. They have proven their ability to share this knowledge, embrace new innovations, and lead with equity in all their initiatives.

Local Business Outreach

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the Long Beach Buys platform to download RFP specifications. Through outreach, 2 Long Beach vendors were notified to submit proposals, of which 2 downloaded and none submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Assistant City Attorney Gary J. Anderson on July 8, 2024, Business Services Bureau Manager Tara Mortensen on July 10, 2024, and by Budget Development Officer Jennifer Rodriguez on July 18, 2024.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP HR-23-267 and award a contract concurrently is requested on August 6, 2024, to ensure the contract is in place expeditiously.

LEVINE ACT

This item is subject to the Levine Act. The Mayor, Councilmembers, and Commissioners who have received a contribution of more than \$250 within 12 months prior from a party, participant, or their representatives involved in this proceeding may do either of the following: (1) disclose the contribution on the record and recuse themselves from this proceeding; OR (2) return the portion of the contribution that exceeds \$250 within 30 days from the time the elected official knew or should have known about the contribution and participate in the proceeding.

All parties, participants, and their representatives must disclose on the record of this proceeding any contribution of more than \$250 made to the Mayor or any Councilmembers within 12 months prior to the date of the proceeding. The Mayor, Councilmembers, and Commissioners are prohibited from accepting, soliciting, or directing a contribution of more than \$250 from a party, participant, or their representatives during a proceeding and for 12 months following the date a final decision is rendered.

FISCAL IMPACT

The total annual amount of the contract will not exceed \$112,000. Sufficient appropriations exist in the Insurance Fund Group in the Human Resources Department. This recommendation has no staffing impact beyond the normal budgeted scope of duties and normal workload and is

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consistent with existing City Council priorities. There is no local job impact with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



Joe Ambrosini
Director
Human Resources

APPROVED:



THOMAS B. MODICA
CITY MANAGER