CITY OF NAPLES AIRPORT AUTHORITY (NAA)
Board of Commissioners
Notice of Consultant Selection Committee Meeting

AGENDA

Airport Office Building, 2nd Floor Conference Room
200 Aviation Drive North
Naples, Florida

Friday, January 11, 2019
9:30 a.m. or Immediately Following Audit Committee Meeting

Commissioner Donna M. Messer – Chair and NCC Liaison
Commissioner Michael Lenhard – Vice Chair and Consultant Selection Committee Chair
Commissioner James Rideoutte – Audit Committee Chair, Consultant Selection Committee Member
Commissioner Ted Brousseau – Legal Liaison
Commissioner Kerry C. Dustin, Audit Committee Member
Executive Director: Christopher A. Rozansky
Authority Attorney: William L. Owens, Esq. of Bond, Schoeneck & King, PLLC

Welcome. If you wish to address the Consultant Selection Committee regarding an item listed on the Agenda, please complete a Speaker Registration form and hand it to the Executive Assistant prior to consideration of that item. We ask that speakers limit comments to 5 minutes and that large groups name a spokesperson whenever possible. All written, audio-visual, and other materials distributed to the Committee or staff during this meeting will become the property of NAA and will be a public record. Thank you for your interest and participation.

NOTICE

Formal action may be taken on any item listed on the Agenda below, or added to the Agenda before or during the meeting, or discussed during the meeting without being added to the Agenda. Also, the sequence of items may be changed as the meeting progresses.

Any person who decides to appeal a decision of this Committee with respect to any matter considered at this meeting (or hearing) will need a record of the proceeding and may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be heard.

Any person with a disability requiring auxiliary aids or services in order to participate in this proceeding for meetings at the City Council Chamber may call the City Clerk's Office at 213-1015, or for meetings at the Airport Office Building, the NAA Executive Assistant's Office at 643-0733, with requests at least two business days before the meeting.

Information on Action Items and other items which has been provided in advance of this meeting may be inspected at the office of the Executive Assistant, General Aviation Terminal Building, 2nd Floor, 160 Aviation Drive North. Minutes of this meeting will be prepared for Board approval, usually at the next Regular Meeting.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. AGENDA (Add, delete or re-sequence items)

D. DISCUSSION ITEM

1. Interviews and Rankings of Qualified Respondents for Employee Benefits Brokers Request For Qualifications

a.	Gehring Group	9:40 a.m.
b.	Baldwin Krystyn Sherman Partners	10:30 a.m.

E. PUBLIC COMMENTS (Public comments accepted for items not otherwise listed on the Agenda; 5 minute limit)

F. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

G. ADJOURN

Information on Discussion Items and other items which has been provided in advance of this meeting may be inspected at the office of the Executive Assistant, General Aviation Terminal Building, 2nd Floor, 160 Aviation Drive North. Minutes of this meeting will be prepared for Board approval, usually at the next Regular Meeting.

NOTE: The Consultant Selection Committee is comprised of Vice Chair Lenhard and Commissioner Rideoutte. All NAA Commissioners are welcome to attend and can "opt in" to participate and vote.

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director CR

By: Virginia Bendle, Sr. Manager of Human Resources

Meeting Date: January 11, 2019

Re: **DISCUSSION ITEM**

1. Interviews and Rankings of Qualified Respondents for Employee Benefits Brokers Request For Qualifications

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ACTION REQUESTED: Committee interview and ranking of the responsive and qualified firms.

BACKGROUND: The last selection process conducted for an employee insurance benefits broker was in January 2014. Baldwin Krystyn Sherman Partners (BKS) was awarded a contract for three years with two one-year renewals.

A Request for Qualifications (RFQ) for Employee Benefits Broker was released December 7, 2018. The RFQ was advertised in the Naples Daily News, posted on the Authority's website, and e-mailed to insurance brokers who had expressed interest in working with the Naples Airport Authority. The closing date for responses was December 21, 2018. Four firms responded. One proposal arrived late and was disqualified. Of the three remaining proposals, two meet the basic qualifications required by the RFQ. The other submittal was considered unresponsive and disqualified.

The first ten (10) minutes of the meeting will be to open the meeting and allow time for Commissioner comments and questions for staff regarding the RFQ and selection process, if any. We have scheduled interviews at forty-five (45) minutes increments to allow for each firm to provide a brief overview of their firm and experience, allow sufficient time for the actual interviews, and time to transition from one firm to the next.

The Committee's ranking will be provided to the full Board of Commissioners at the January Regular Meeting. Following the Consultant Selection Committee Meeting, staff will work with the top ranked firm to complete a Professional Services Contract to be brought to the full Board at the same meeting.

We are providing the following link to the RFQ, questions received from interested firms along with responses to the questions.

https://flynaples.com/rfq-employee-benefits-broker/

Enclosed please find the RFQ response submittals for Gerhring Group and Baldwin Krystyn Sherman Partners as well as interview questions to assist in assessing each firm.

COMMUNICATIONS PLAN: Not applicable.

FINANCIAL IMPACT: Firm to be compensated through commissions from the insurance carriers.

EMPLOYEE BENEFITS BROKER INTERVIEW QUESTIONS

1. Briefly explain your firm's procedures for soliciting/negotiating competitive bids from insurance carriers. How do you benchmark rates and benefit plans to ensure your clients are receiving "fair" pricing from carriers?

    - Looking for a response that demonstrates past success in not just negotiating a client's rates down through increasing employee costs (copays/deductibles); but ensuring the carrier is truly evaluating claims costs and administrative costs of the client to give a good rate.

2. How do you see your firm participating in NAA's efforts to contain increasing costs and/or enhancing benefits? Do you see your firm in a leadership role?

    - Looking for a partner who stays on top of the latest trends in the world of employer benefits and understands the impact that benefits have, not only on budgets, but also to productivity, absenteeism, and attracting and retaining employees.

3. Please tell us about any additional services your firm offers that you believe NAA should take advantage of and whether or not those services are included or require an additional fee.

    - Offering a last chance to highlight any other benefits they haven't already mentioned.

4. NAA's employees mostly work "in the field." How does your firm partner with your clients to educate employees about benefits and programs when the employees have limited access to computers and time for meetings?

5. Our committee will be making a recommendation to the full Board on who should be selected. Why should we recommend your agency? What makes your company the best fit for NAA?