

****Exceeds Contract Value Authority****

Definitions

Single Source: A direct purchase of professional or client services from one particular contractor even though other competitive sources may be available. Having a contractor provide additional services based on the experience and knowledge they have gained, along with their unique talents, allows the county to advance important county initiatives while saving the county time and money.

Sole Source: A situation created due to the inability to obtain competition. May result because only one contractor possesses the unique ability or capability to meet the particular requirements of the solicitation.

Department Section

Department: HR

Requisition ID: 0000002815

Requestor: CHAY.DOANGPHOUXAY

Date: August 05, 2021

Procurement Description: Benefits Consulting

Contractor Name: Deloitte Consulting LLP

Contract Term (including renewals): October 12, 2021 through July 09, 2024

Anticipated Contract Value (including renewals): 400,000.00

1.

Is this a single or sole source request?

Single Source

2.

Select the good or service category:

Professional Services

3.

Will the purchase be made using grant, state and/or federal funding? No

4.

Describe in detail how this procurement meets either the single source or sole source definition:

Human Resources conducted a Request for Proposals in February 2019 for benefits consulting services in accordance with Procurement rules. After interviewing 4 finalists for the contract, the RFP evaluation committee recommended continuing with Deloitte Consulting. Deloitte has had over 20 years of consecutive experience in providing benefit consultation services to Ramsey County. Part of their proposal was the recommendation to conduct a survey of County employees to determine the satisfaction with and possible other benefit programs to offer its employees. Human Resources is in the early stages of implementing this survey tool after being delayed by the onset of COVID in 2020. HR anticipates resuming this survey project in early 2022 based upon work already completed by Deloitte in the first two years of the contract. Due to administrative error, the initial two-year term of the 5-year agreement expired before it was discovered that a renewal action was needed to continue the

agreement beyond July 9, 2021. Deloitte is proposing to keep all terms and conditions, including the hourly rate for services performed for the next 12- month period, the same as what was referenced in the initial two-year term.

5.

What other contractors and/or goods or services did you consider before you arrived at your conclusion? List all findings.

Having completed a full Request for Proposal process just 2 years previously and with a significant portion of that 2-year period being impacted by the COVID pandemic, it is believed the current contract should be continued for another 3 years to allow for the full development of Deloitte's proposal. Deloitte has developed a relationship with the Labor Management Committee on Insurance that will support the execution of the Rewards Optimization survey and assist the County in the development of a longer-term benefits strategy consistent with the County's Talent, Attraction, Retention and Promotion initiatives.

6.

List previous solicitations and/or contracts for these goods or services:

Requests for Proposals have been issued in 2014 and 2019 for Ramsey County benefit consulting services

7.

Explain how the contractor's cost is fair and reasonable.

As part of the request for proposal process in 2019, all respondents to the RFP provided either hourly rates or annual consulting fees for their proposed services. An evaluation committee considered the rate structures for each of the respondents and determined that Deloitte Consulting had the best combination of proposed services and professional rates. Deloitte Consulting will remain at those same hourly rates for its services during the next 12-month period.

8.

Are there any conflict of interest that you are aware of related to this proposed acquisition? No

9.

Single Source - Obtain documentation from the contractor to supports its claim that they are uniquely qualified for this particular service and any documentation stating the work to be performed, proposal, quote/invoice. Documentation may be attached and forwarded to the Procurement Specialist.

10.

Yes, I certify that, to the best of my knowledge, there is no conflict of interest or collusion with the recommended contractor. The above information is true and accurate and that no other material fact or consideration offered or given has influenced this recommendation for a single or sole source purchase.

Name: Greg Anderson

Date: August 10, 2021

Procurement Specialist Section

1. Is there a State Master contract available to CPV members for this purchase? ☐ Yes ☒ No
2. If yes, did the Department consider using the State Master contract? ☐ Yes ☒ No ☐ N/A
3. Is this a single source or sole source purchase?

☐ No Provide information about other available sources for the requested good or service (e.g., Master Agreement, names of contractors) and a solicitation recommendation.

☒ Yes State justification for single source or sole source classification: An RFP was performed, and the original contract has expired. However, additional work is still required. Since the contractor has provided these services previously, they have the experience and knowledge of the County along with unique talents to allow the County to advance important initiatives while saving time and money. I concur this single source request.

☒ Yes I certify that, to the best of my knowledge, there is no conflict of interest or collusion with the recommended contractor. The above information is true and accurate and that no other material fact or consideration offered or given has influenced this recommendation for a single or sole source purchase.

Name: Chay Douangphouxay
Title: Procurement Specialist
Date: August 16, 2021