

MIAMIBEACH

OFFICE OF THE CITY MANAGER

LTC # **250-2016**

LETTER TO COMMISSION

TO: Mayor Philip Levine and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: June 8, 2016

SUBJECT: Evaluation Committee Relative to Invitation to Negotiate (ITN) No. 2016-084-WG, for Administration of the City's Ancillary Health Benefits for Employees, Retirees and Their Dependents - Family and Medical Leave Act (FMLA) Administration; Long- Voluntary Short-Term and Long-Term Disability; Group Dental Coverage; and Group Term Life and Accidental Death & Dismemberment Coverage

The purpose of this LTC is to update the Mayor and City Commission on the status of Invitation to Negotiate (ITN) No. 2016-084-WG, which seeks to establish an agreement with a qualified firm(s) for administration of the City's ancillary health benefits for employees, retirees and their dependents, including: Family and Medical Leave Act (FMLA) administration; long-term voluntary short-term and long-term disability; group dental coverage; and group term life and accidental death & dismemberment coverage.

The City received proposals pursuant to this ITN on June 1, 2016. The responsive proposals will be reviewed by the Evaluation Committee in accordance with the criteria established in the ITN.

I am considering appointing the following individuals to serve on the Evaluation Committee:

- Jair Espinoza, Benefits Manager, City of Miami
- Frank Estévez, Employee Benefits Manager, Human Resources Department, City of Miami Beach
- Salvatore Froscono, EMS Coordinator, Fire Department, City of Miami Beach
- Manuel Marquez, Assistant Director, Finance Department, City of Miami Beach
- Natasha Nicholson, Senior Management Analyst, Public Works Department, City of Miami Beach

I am also considering the following individuals as alternates:

- James Hollis, Safety Officer, Human Resources Department, City of Miami Beach
- Maria Ruiz, Director, Housing and Community Services Department, City of Miami Beach
- John Shumaker, Deputy Director, Finance Department, City of Miami Beach
- James Sutter, Internal Auditor, Internal Audit Department, City of Miami Beach

I would appreciate any comments and/or suggestions you may have by Friday, June 10, 2016.

Thank you.

C: Mark Taxis, Assistant City Manager
Sylvia Crespo-Tabak, Director, Human Resources Department
Alex Denis, Director, Procurement Department

JLM/MT/SCT/AD/WG