



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Regular Council

Date: November 27, 2023

Department: Finance

Topic: Group Benefits RFQ Award

Purpose: To award the RFQ for Group Benefits

Background: At the Committee of the Whole – Administration and Operations meeting on August 14th, 2023, Committee recommended that Council direct the Treasurer to tender employee benefits for the Township and Port of Johnstown. After further review, a full tender process is not needed at this time.

What is required is a RFQ for Broker Services. Should this recommendation be approved, the RFQ will be posted on the Township website on October 2nd, 2023 and the RFQ will close on November 1st, 2023. The RFQ's will be reviewed and recommendation given to Council at the November 27th, 2023 regular council meeting.

One deliverable was for the companies to disclose their rate for securing benefit coverage which is a percentage of the policy total. This rate is paid by the benefit company not the Township but it is reflected in the overall cost of benefits. While overall cost was a consideration, service level was the most important factor in determining the successful proponent.

A total of 5 quotations were received. The companies that submitted quotations were:

1. BFL Canada – 3.59% to an upset limit of \$16,225.
2. Gallagher Benefit Services – 5%.
3. GroupHEALTH – Approximately \$20,000 in annual savings, no percentage given.
4. Mosey and Mosey Benefit Plan Consultants – 2.5%
5. W.A. Pakeman – 2.79%

While W.A. Pakeman was not the lowest overall cost, they scored the highest based on the Service Quality which makes them the desired quote. There were no service issues with W.A. Pakeman identified by the Township or Port. Any savings by choosing the lowest cost provider will be more than offset with higher costs in changing benefit providers.

Policy Implications: All financial items over \$75,000 require Council approval.

Financial Considerations: W.A. Pakeman is currently the Broker of Record for the Township so there will be no additional costs incurred to administer the group benefits plan. W.A. Pakeman will be performing the benefit renewal for 2024 on behalf of the Township and Port.

Recommendation: THAT Municipal Council award the Group Benefits Tender to W.A. Pakeman and Associates Ltd. and direct staff to sign a Broker of Record letter with W.A. Pakeman for a duration no longer than 5 years.



Treasurer



CAO