

BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: 10/21/14

ITEM SUMMARY, JUSTIFICATION and/or SPECIAL CONSIDERATIONS:

Limited Competition: Award of Contract, Requisition No. 15000000000000000019, CBIZ Benefits & Insurance Services of Arizona, Inc.: Tucson/AZ), for Employee Benefits Consulting Services to be provided in the total amount of \$300,000.00 (annually \$100,000.00). Contract is for a three-year term and includes two one-year renewal periods. Funding Source: General Funds. Administering Department: Human Resources

Background

In accordance with Pima County Procurement Code section 11.12.060 (Emergency and other Limited Competition Procurement) the Human Resources Department submitted a written justification of the basis of *Limited Competition* procurement to the County Administrator. Per the attached memos dated August 2014 and September 8, 2014 the County Administrator has provided written determination that this procurement is warranted. Recommend award of contract to CBIZ Benefits & Insurance Services of Arizona, Inc., the most qualified contractor for these required services.

Contract Officer: Jennifer Moore, Procurement Department

Payment System: AMS Advantage

CLERK OF BOARD USE ONLY: BOS MTG.

ITEM NO.