



CITY OF MANITOWOC

WISCONSIN, USA

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DATE: March 2, 2020
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Benefits Consultant – Request for Proposals

In 2017, we did a Request for Proposals for a Benefits Consultant. The result of the RFP was a three-year agreement with Associated Benefits & Risk Consulting (ABRC). The agreement expires at the end of 2020. Please see the attached RFP for a Benefits Consultant for a three-year contract beginning in 2021. I am requesting the Committee adopt the following timeline and process:

1. Post and distribute the RFP and collect responses through March 20, 2020;
2. Review of RFPs by the HR and Finance Departments and if necessary, in-person interviews the week of March 30, 2020;
3. Recommendation to Personnel Committee at the April 6, 2020 meeting;
4. Request approval from Council on April 20, 2020 to sign agreement with selected consultant.

Thank you for your consideration.