




HISTORIC
FRANKLIN
TENNESSEE

ITEM #7
FINANCE
03-17-11

MEMORANDUM

March 11, 2011

TO: Board of Mayor and Aldermen

FR: Eric S. Stuckey, City Administrator 
Russell Truell, Assistant City Administrator/CFO
Shirley Harmon, Human Resources Director
Brian Wilcox, Purchasing Manager

RE: Contract award to Sherrill Morgan in the total amount of \$30,000 for group employee insurance benefits consulting services for the Human Resources Department (Purchasing Office Procurement Solicitation No. 2011-016)

As requested by the Board, additional information is being provided regarding the request for proposal (RFP) process for employee insurance benefits services consulting services. The following materials are provided for your review:

- Matrix summarizing the responses from vendors to the scope of services requested by the City.
- Consulting Agreement
- Request for Proposal (Purchasing Office Procurement Solicitation No. 2011-016)
- RFP 2011-016 – Addendum
- Proposal tabulation summary
- The proposal submitted by Sherrill Morgan, the recommended vendor. A CD is also provided that includes all of the proposals submitted as a part of this process.
- February 25, 2011 staff memorandum recommending the contract award.

Please let us know if you have any questions or need additional information.