



County of Albany

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Building
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NY 12207

Legislation Text

File #: TMP-6683, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Human Resources Department is Requesting Contract Authorization for Employee Benefit Advisory Services

Date: 07-07-2025
Department: Human Resources
Attending Meeting: Shannon Coffil and Emma Teague
Submitted By: Shannon Coffil
Title: Deputy Commissioner of Human Resources
Phone: 518-447-4869

Purpose of Request: Other (State if not Listed) Contract Authorization

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

Health Insurance Solutions Inc. 114 West Broad Street Suit A Telford, PA 18969

Term: (Start/end date or duration) 1 year with 2 optional 1-year renewals
Amount/Raise Schedule/Fee: 0

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter Text
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☒ No ☐

of Response(s): 6

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested) Human Resources is looking to approve the contract with Health Insurance Solutions Incorporated for Employee Benefit Advisory Services. Health Insurance Solutions Incorporated is a third- party that utilizes it expertise to help manage the various functions of the plans fiduciary and benefit management.

Health Insurance Solutions Incorporated will conduct research and analysis of all benefit options and provide guidance to the County to implement and administer.

Health Insurance Solutions Incorporated will negotiate and design plans (health insurance, pharmacy strategies and others) that strike a balance between minimal disruption, performance, and cost-optimization for Albany County