



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Shannon Coffil, Deputy Commissioner
Human Resources

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: June 24, 2025

RE: RFP#2025-075, Health Benefits Advisory Services

I am in receipt of your recommendation to award the aforementioned to Health Insurance Solutions.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of Health Insurance Solutions.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award.