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SHANNON L. COFFIL
DEPUTY COMMISSIONER

MEMORANDUM

TO: Hon. Joanne Cunningham, Chairwoman, Albany County Legislature

FROM: Shannon Coffil, Deputy Commissioner of Human Resources

DATE: 07/03/2025

RE: **RLA: Albany County Employee Benefits Advisory Services: Health Insurance Solutions Incorporated**

Attached please find the RLA to approve the contract with Health Insurance Solutions Incorporated as the Albany County Employee Benefits Advisor.

Health Insurance Solutions Incorporated was the selected bidder through the RFP process. Attached please find the RFP score charts.

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.

The contract period shall be for a period of one year and shall commence on the date of the fully executed contract.

At the end of the initial one-year contract term upon mutual agreement of the County and Health Insurance Solutions Incorporated, the agreement may be renewed for two (2) additional years, in two (2) consecutive one-year intervals.

Compensation to HISI is based off a savings-based compensation calculation. HISI is projecting a 1st year savings of \$14,526,000. If this estimate is correct, the performance fee of 35% would make the compensation to HISI \$5,084,312.

Please feel free to contact me with any additional questions you may have.

Sincerely,

Shannon Coffil
Deputy Commissioner of Albany County Human Resources

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Esq. Minority Counsel