

  
Jady Leung (Jun 3, 2025 18:35 PDT)

CITY ATTORNEY'S OFFICE

## OAKLAND CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_ C.M.S.

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**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH KEENAN & ASSOCIATES FOR THE PROVISION OF EMPLOYEE BENEFITS BROKER AND CONSULTATION SERVICES FOR A FIVE-YEAR TERM WITH AN OPTION TO EXTEND FOR TWO YEARS FOR A TOTAL AMOUNT NOT TO EXCEED FOUR HUNDRED EIGHTY-ONE THOUSAND TWO HUNDRED FIFTY DOLLARS (\$481,250)**

**WHEREAS**, the City provides a wide array of Employee Benefits to its benefit-eligible employees and dependents; and

**WHEREAS**, a qualified, licensed broker is required to provide employee benefits planning, consulting, and brokerage services in the areas of plan design, administration of provider contracts, plan renewals, and overall maintenance of employee benefits programs; and

**WHEREAS**, the City's current benefits broker, Keenan & Associates, has provided these services to the City since 2015; and

**WHEREAS**, the current broker is compensated for services in the form of commissions received from plan providers; and

**WHEREAS**, in accordance with Oakland Municipal Code, Section 2.04.051, Competitive Process and Qualification-Based Awards for Professional Services, and the City's purchasing policies and procedures, staff concluded a formal Request for Qualifications (RFP) on May 21, 2021 to ensure continued fair and equitable contracting of this program; and

**WHEREAS**, Keenan & Associates was found to be the most qualified and most responsive vendor to the RFP; and

**WHEREAS**, in accordance with Oakland Municipal Code, Section 2.04.051, Competitive Process and Qualification-Based Awards for Professional Services, and the City's purchasing policies and procedures, staff initiated a formal Request for Qualifications (RFP) on October 25, 2024 to ensure continued fair and equitable contracting of this program; and

**WHEREAS**, on January 3, 2025, the Human Resources Management Department, concluded the formal RFP, soliciting proposals from qualified firms for employee benefits broker and consulting services; and

**WHEREAS**, Keenan & Associates was found to be the most qualified and most responsive vendor to the RFP; and

**WHEREAS**, Keenan & Associates will act as the City's Broker of Record as it relates to Employee Benefits Programs; and

**WHEREAS**, under the proposed agreement, Keenan & Associates will provide necessary program services, including 1) Broker Services: Benefit Plans Administration and Renewal; 2) Benefit Plan Design Services; 3) Analysis and Reporting Services; 4) Employee Engagement and Benefits Communications; and 5) Miscellaneous Other Services; and

**WHEREAS**, the services listed above would be provided at no direct cost to the City, and Keenan & Associates. would receive compensation in the form of commission paid by the benefits providers; and

**WHEREAS**, the City wishes to engage services with Keenan & Associates, effective September 1, 2023; and

**WHEREAS**, Keenan and Associates, Inc. will be compensated at an approved commissioned rate for a contract amount not to exceed three hundred forty-three thousand seven hundred fifty dollars (\$343,750) for contract years 2023-2028, and with acceptable performance, an option to extend the agreement for two additional years for a total not to exceed four hundred eighty-one thousand and two hundred fifty dollars (\$481,250) over the seven-year contract period; and

**WHEREAS**, the City Administrator finds that the services are professional, scientific or technical and awarding this agreement will not result in the loss of salary or employment by any person having permanent status in the competitive service; and

**WHEREAS**, commissions received from benefit providers will not exceed amounts indicated in the table below; and

Contract Period	Broker Service Base Fee	Professional Wellness	Commissions Not to Exceed
09/01/23 – 08/31/24	\$56,250	\$12,500	\$68,750
09/01/24 – 08/31/25	\$56,250	\$12,500	\$68,750
09/01/25 – 08/31/26	\$56,250	\$12,500	\$68,750
09/01/26 – 08/31/27	\$56,250	\$12,500	\$68,750
09/01/27 – 08/31/28	\$56,250	\$12,500	\$68,750

**RESOLVED:** The services listed above would be provided at no direct cost to the City and Keenan & Associates would receive compensation in the form of commission paid by the benefits providers; now, therefore, be it

**RESOLVED:** That the City Administrator is hereby authorized to enter into a professional services agreement with Keenan & Associates for the provision of employee benefits broker and consultation services for a five-year term with an option to extend for two years for a total amount not to exceed four hundred eighty-one thousand two hundred fifty dollars (\$481,250); and be it

**FURTHER RESOLVED:** That the City Administrator is authorized to modify, extend and/or amend this agreement for services, except for any increase in the contract amount without returning to the City Council.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BROWN, FIFE, GALLO, HOUSTON, RAMACHANDRAN, UNGER, WANG, AND  
PRESIDENT JENKINS

NOES –

ABSENT –

ABSTENTION –

ATTEST: \_\_\_\_\_  
ASHA REED  
City Clerk and Clerk of the Council of the  
City of Oakland, California