



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: OCTOBER 25, 2022**

**FROM: HUMAN RESOURCES DEPARTMENT      WARDS: ALL**

**SUBJECT: SECOND AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH LEGAL ACCESS PLANS, INC. TO PROVIDE GROUP LEGAL INSURANCE FOR EMPLOYEES**

## **ISSUE:**

Approve an Amendment to extend the Professional Consultant Services Agreement between the Human Resources Department and Legal Access Plans, Inc. to provide voluntary, group legal insurance for City of Riverside employees through June 30, 2025.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve an extension to the Professional Consultant Services Agreement with Legal Access Plans, Inc. through June 30, 2025; and
2. Authorize the City Manager, or his designee, to execute the Amended Agreement with Legal Access Plans, Inc., including making minor and non-substantive changes.

## **BACKGROUND:**

On January 22, 2019, the City Council approved the Professional Consultant Services Agreement with Legal Access Plans Inc. through June 30, 2020, with the option to extend for two, one-year terms thereafter upon mutual agreement of both parties for a total contract term of three and a half years. The award and selection were made as part of a formal solicitation and Request for Proposal (RFP) process for group legal insurance for City employees and eligible dependents conducted by the Human Resources Department.

The current plan includes personal attorney representation for a wide range of legal services, including phone and office consultations on personal legal matters, estate planning, identity theft coverage, civil lawsuits, and much more. The plan is offered to all benefited City employees and eligible dependents as an optional benefit paid for entirely by the employee. It is important to note that this plan may not be used by the employee for any legal action against the City.

## **DISCUSSION:**

The Human Resources Department issued Request for Proposal (RFP) 1822 in May 2018 for a Group Legal Professional Services Plan. The RFP Evaluation Committee reviewed all eligible proposals and selected Legal Access Plans, Inc. also known as LegalEASE, who provided the most complete legal services plan for a reasonable monthly premium.

During the past three years, Legal Access Plans, Inc. has proven to deliver a wide range of legal services, such as family law, residential matters, estate planning, elder law, identity theft, consumer matters, mediation services, financial matters, and other legal related matters to City employees at an affordable rate. Additionally, Legal Access Plans, Inc. has provided Wellness Workshops and attended in-person and virtual events to educate employees about the plan.

The final amendment to the current Agreement with Legal Access Plans, Inc. expired June 30, 2022. The Human Resources Department is requesting that the Professional Consultant Services Agreement with Legal Access Plans, Inc. be extended to June 30, 2025.

Section 702(h) allows for an exception to competitive procurement “When Services, except for Professional Services, can be Procured from a Contractor who offers the same or better price, terms and conditions as the Contractor previously offered as the Lowest Responsive Bidder under Competitive Procurement or negotiations conducted by the City or another public agency, provided that, in the opinion of the Manager, it is in the best interests of the City to do so”.

The Purchasing Manager concurs that the recommendation to approve is in compliance with Purchasing Resolution 23812.

## **STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority 5 – High Performing Government** and **Goal 5.1 – Attract, develop, engage and retain a diverse and highly skilled workforce across the entire City organization.**

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – This selection of a low-cost, legal insurance plan was made in the partnership with the City’s Purchasing Division using a formal RFP competitive bid process. The decision to select Legal Access Plans, Inc. was based on sound policy and a consensus of the selection committee.
2. **Equity** – All required steps were taken to ensure a fair and equitable process was in place during the release of the RFP and evaluation of the proposals. The award was granted to the highest scoring proposal based on qualifications, experience, and plan offerings.
3. **Fiscal Responsibility** – This agreement offers a legal insurance plan to City employees on a voluntary basis that is funded 100% from employees, there is no fiscal impact to the City’s General Fund.
4. **Innovation** – Group legal insurance is an affordable way to enhance the City’s benefit offerings to attract and retain talent. This benefit provides added protection and financial confidence that new and existing employees seek.

5. **Sustainability & Resiliency** – The current legal insurance plan offers employees, and their eligible dependents, an affordable, sustainable method to access legal information, advice, and counsel on a variety of common legal matters during employment and retirement.

**FISCAL IMPACT:**

There is no fiscal impact associated with the Agreement, as plan premiums are fully paid for by employees who elect coverage.

Prepared by:	Rene Goldman, Human Resources Director
Certified as to availability of funds:	Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney

Attachments: Second Amendment to the Professional Consultant Services Agreement with  
Legal Access Plans, Inc.