



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JANUARY 22, 2019**

FROM: HUMAN RESOURCES **WARDS: ALL**

SUBJECT: RFP NO 1822 – PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR GROUP LEGAL INSURANCE FOR EMPLOYEES WITH LEGAL ACCESS PLANS, INC. THROUGH JUNE 30, 2020; AND REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN TO ADD THE LEGAL SERVICES PLAN BENEFIT

ISSUE:

Approve the Professional Consultant Services Agreement for Group Legal Insurance for Employees with Legal Access Plans, Inc. effective January 1, 2019 through June 30, 2020 with the option to extend for two additional one-year terms; and approve revisions to the Master Fringe Benefits and Salary Plan to add the legal services plan.

RECOMMENDATIONS:

That the City Council:

1. Approve the Professional Consultant Services Agreement for Group Legal Insurance for Employees with Legal Access Plans, Inc. through June 30, 2020, with an option to extend for two additional one-year terms;
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with Legal Access Plans, Inc.; and
3. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to add a Legal Services Plan as a Benefit.

BACKGROUND:

In the interest of meeting our employees' personal legal service needs, the Human Resources Department explored available options with highly qualified vendors to offer a group legal professional plan for City employees and eligible dependents. The proposed plan includes personal attorney representation for a wide range of legal services, including phone and office consultations on personal legal matters and identity theft coverage.

The legal services plan is a new benefit plan to the City of Riverside's fringe benefit package. 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) Number 1822 in May 2018 for a Group Legal Professional Services Plan. A total of three proposals were received by qualified vendors. The RFP Evaluation Committee, comprised of members of the Benefits Committee and Human Resources staff, reviewed all submitted proposals and selected Legal Access Plans, Inc. also known as LegalEASE, who provided the most complete legal services plan for a reasonable monthly premium, as the legal services provider best suited for the needs of the City and its employees.

LegalEASE has 47 years of legal plan experience offering fully insured legal plans with the largest legal plan network in the nation. Benefits offered through the plan include 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. LegalEASE also prides itself on providing excellent customer service and ensuring a trusting relationship is established with every member. With regards to attorneys that are part of the network, LegalEASE has a unique credentialing system and set of criteria that other plans do not have, with a minimum of ten (10) years of experience required to enter the LegalEASE network.

Based on the experience, qualifications, background and attorney network that LegalEASE provides, the selection committee determined they would be the most qualified provider to administer the legal services plan for the City of Riverside. Enrollment in the plan is available year round and completely optional for a minimal monthly premium cost that covers the employee and eligible dependents.

The initial contract term will be through June 30, 2020, with the option to extend for two (2) additional one-year terms not to exceed two (2) additional years based on acceptable performance, fees and conditions of the agreement.

FISCAL IMPACT:

There is no fiscal impact associated with the Agreement, as plan premiums are fully paid by employees who chose to participate in the plan.

Prepared by: Stephanie Holloman, Human Resources Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Professional Consultant Services Agreement with Legal Access Plans, Inc.
2. Resolution Amending the Fringe Benefits and Salary Plan