



# CITY OF SAN MATEO

City Hall  
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[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 7

Section Name: {{section.name}}

Account Number: 10-2313

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**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Human Resources Department  
**MEETING DATE:** October 16, 2023  
**SUBJECT:**  
Benefits Broker Services – Agreement

### RECOMMENDATION:

Approve an agreement with Keenan and Associates for benefits broker services for a term beginning November 1, 2023 through October 31, 2028, in the cumulative amount of \$160,000, and authorize Human Resources Director to execute the agreement in substantially the form presented.

### BACKGROUND:

The City of San Mateo signed an agreement with ABD (now called Newfront) on August 1, 2012 with the option to renew annually. Newfront provides benefits broker service which includes assistance with strategic benefit planning, design, funding, administration, and communication with respect to their employee benefit programs.

We have used Newfront's services for the past eleven years. Staff determined it was time to go back out to market and see what other options were available for benefit broker services. Staff utilized the Request for Proposal (RFP) process to research other vendors and the services they offer. The RFP was issued in April of this year, and we received five qualified responses. After interviewing the qualified firms, we selected Keenan and Associates as the best provider for the City. Keenan and Associates will provide assistance with strategic benefit planning, design, funding, administration, and communication with respect to their employee benefit programs for the term of the agreement November 1, 2023 through October 31, 2028.

Staff recommends that City Council approve the Benefits Broker Agreement with Keenan and Associates.

### BUDGET IMPACT:

The annual cost for each year of the agreement is \$32,000, totaling \$160,000 for the 5-year term. Sufficient funds are available in the benefits administration budget.

### ENVIRONMENTAL DETERMINATION:

This agreement is not a project subject to CEQA, because it can be seen with certainty that it will not cause a physical change in the environment. (Public Resources Code Section 21065.)

### NOTICE PROVIDED

All meeting noticing requirements were met.

### ATTACHMENTS

Att 1 - Agreement

**STAFF CONTACT**

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