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Commissioner, District 3



Adam Fulton Johnson
Commissioner, District 4

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Commissioner, District 5

Gregory S. Shaffer
County Manager

MEMORANDUM FOR FILE

DATE: August 12, 2026

TO: File

FROM: Bill Taylor, Procurement Manager *BT*

RE: **Sole Source Determination Pursuant to NMSA 1978, 13-1-126; Continuation of Insurance and Benefits Consulting Services with Gallagher Benefit Services**

BACKGROUND

In July 2018, Santa Fe County issued a competitive sealed proposal procurement (RFP) No. 2019-0002-HR/MM for the purpose of selecting qualified Offerors to provide consulting services for the County's healthcare insurance benefits. The County selected and entered into Agreement No. 2019-0002-HR/MM with Gallagher Benefit Services as the most qualified licensed insurance consultant to provide these services.

In September of 2022, the County entered into Agreement No. 2023-0060-HR. Pursuant to NMSA 1978, 13-1-126 Sole source procurement, the County Procurement Manager made a written determination that it would not be advantageous for Santa Fe County to discontinue the services of the current Consultant due to the critical path and timeline for the employee enrollment period for insurance benefits for County employees.

ISSUE

Pursuant to NMSA 1978, 13-1-150. B. Multi-term contracts; specified period. *"A contract for professional services may not exceed four years, including all extensions and renewals..."*

The subject Agreement is set to expire October 10, 2026, as the maximum allowable term for a contract for professional services. The County and the Human Resource Division will be issuing a competitive sealed proposal solicitation (RFP) for the purpose of Insurance and Benefits Consulting services. Due to the timeline to complete the solicitation and the fact that employee enrollment begins in November of 2026, the County requests that it entered into a new agreement with the current consultant to assist the County will the 2026 employee insurance enrollment period, prior to contract award from the current solicitation.

DETERMINATION

Based on the very specific intent of the original competitive procurement for these services and the uniqueness related to the intended purpose of the contract, any change in consultant services would be disruptive and would not be advantageous to the County and its employees.

It is therefore the determination, as Chief Procurement Officer for Santa Fe County, that the County may enter into a new one-year contract term with Gallagher Benefit Services, for the purpose of finalizing the current solicitation for life and disability benefits, as the initial intent of the original contract, pursuant to 13-1-126, NMSA 1978. Sole source procurement.

Contract Information:

Vendor: Gallagher Benefit Services
6300 S. Syracuse Way, Suite 700
Centennial, Colorado 80111

Scope of Professional Consulting Services:

A. Consulting Services:

1. Provided analysis, recommendation, marketing and negotiation services to Santa Fe County for employee benefits plans.
2. Provide guidance on compliance to Santa Fe County for employee benefit plans.
3. Provide administrative support services to Santa Fe County for employee benefit plans.
4. Review vendor/carrier contracts as needed and verify evidence of insurance.
5. Provide strategic guidance in the area of employee benefits. Benefits include Medical, Dental, Vision, Life, Short and Long Term Disability, flexible spending plans and COBRA administration.
6. Assist Santa Fe County in the design of benefits programs.
7. Make recommendations for the benefits programs offered by Santa Fe County to achieve maximum cost-effectiveness while fulfilling coverage needs.
8. Provide tailored benchmarking reports to assist Santa Fe County in the evaluation and design in their benefits program.
9. Assist in drafting employee communications and materials.
10. Provide strategic guidance on compliance issues.
11. Provide guidance on Affordable Care Act (ACA) and other mandatory items
12. Provide thorough reports to Santa Fe County regarding claims, forecasts, budget, etc. regularly and as directed by the County
13. Be readily available to answer questions.
14. Assist the County when evaluating processes related to benefits to include enhancements to technology.
15. Monitor state and federal legislation and compliance and inform Santa Fe County about changes that may apply to the insurances offered by Santa Fe County.
16. Advise Santa Fe County of any insurance carrier initiative or changes that may affect the plans offered by Santa Fe County.

Services provided at same price, terms and conditions of original Agreement: **\$82,368.00, excl. tax**