



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2025-0421

**TO:** Mayor and City Council Members

**FROM:** Brooke Insana, Human Resources Director

**DATE:** October 20, 2025

**SUBJECT:** Benefit Broker and Consulting Services

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**REQUEST:**

City Council is requested to authorize a contract/blanket purchase order for Benefit Broker and Consulting Services to Manquen Vance, Troy, Michigan in the amount not-to-exceed \$137,000.00 for a two-year term to expire September 30, 2027 and further authorizes the Procurement Manager to execute a contract amendment to extend the agreement on behalf of the City.

**REASON FOR PURCHASE:**

At the August 15, 2022 meeting, City Council authorized the award of the City's Benefit Broker and Consulting Services contract to Manquen Vance. The City solicited Request for Proposals with nine (9) proposal responses received. After an extensive proposal evaluation and interview process, Manquen Vance was recommended for award of the Benefit Broker and Consulting Services Agreement based on their responsiveness to the City's objectives, proposed methodology, experience and qualifications, team proposed to work with the City, comparable projects, strong municipal client base, and overall best value cost proposal. The contract term was for a three (3) year initial term with an option to renew for an additional two (2) year period providing all terms and conditions remain unchanged. The initial three-year term of the agreement is at its expiration, and Manquen Vance has agreed to extend the agreement for the additional two-year period with all terms and conditions remaining unchanged. It is for these reasons, that authorization for approval of the extension of the agreement is being requested. The City has been satisfied with the services received from Manquen Vance these past three years.

**PROCESS:**

**Vendor Name and Address:**

Accretive Insurance Solutions, Inc (dba Manquen Vance)  
50 W. Big Beaver, Suite 220  
Troy, MI 48084

**Reason for Selection:**

Best Value/Contract Extension

**Method of Purchase:**

Contract/Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2025-2026 Adopted Budgets

| Fund Name    | Department Account No | Account No. Description    | 2-Year Budget Amount | 2-Year Cost | Remaining Budget |
|--------------|-----------------------|----------------------------|----------------------|-------------|------------------|
| General Fund | 233.801000            | HR – Professional Services | \$137,000            | \$137,000   | \$0              |
|              |                       |                            |                      |             |                  |
|              |                       |                            |                      |             |                  |

**RECOMMENDATION:**

It is recommended that City Council authorize a contract/blanket purchase order for Benefit Broker and Consulting Services to Manquen Vance, Troy, Michigan in the amount not-to-exceed \$137,000.00 for a two-year term to expire September 30, 2027 and further authorizes the Procurement Manager to execute a contract amendment to extend the agreement on behalf of the City.

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| APPROVALS:                                 | SIGNATURE | DATE |
|--------------------------------------------|-----------|------|
| Department Review                          |           |      |
| Department Director                        |           |      |
| Budget Content:<br>Chief Financial Officer |           |      |
| Purchasing Process:<br>Procurement Manager |           |      |
| Mayor                                      |           |      |
| City Clerk                                 |           |      |

Contract Reviewed by City Attorney      ☐ Yes      ☐ N/A