

Financial Affairs
Richard H. Hinds, Chief Financial Officer

SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST FOR PROPOSAL (RFP) # 093-BB10, ADMINISTRATIVE SERVICES - SECTION 125 FLEXIBLE BENEFITS PROGRAM AND ENROLLMENT

The Board's current third party administrative services agreement for Section 125 Flexible Benefits and enrollment expires December 31, 2002 with Fringe Benefits Management Company. The Board authorized the re-marketing of this contract at the Board meeting of October 24, 2001, as a result of the recommendations contained within Agenda Item I-3, Internal Audit Report - Review of the District's Internet Employee Benefits Enrollment. The OPPAGA report also recommends that the Board seek competitive proposals for this contract.

Copies of the RFP are being sent to the Board Members under separate cover and are available at Citizens Information.

Pursuant to School Board Rule 6Gx13- 3F-1.022, Professional Service Contracts for Insurance or Risk Management Programs - Policy, an Ad-Hoc Insurance Committee will review received proposals, and make recommendations which will be taken to the Board at a future Board meeting. The Ad-Hoc Insurance Committee will consist of the following individuals:

- School Board Member
- Dr. Richard H. Hinds, Chief Financial Officer
- Ms. Magaly C. Abrahante, Chief Personnel Officer
- Dr. Rose Barefield-Cox, Asst. Superintendent, Procurement and Materials Management
- Ms. Deborah C. Karcher, Executive Officer, Office of Information Technology
- Mr. Scott B. Clark, Administrative Director, Office of Risk and Benefits Management
- Ms. Patricia Freeman, Director, Business Development and Assistance
- Ms. Marsha Pascual, Director, Risk Management Division, Miami-Dade County

The Chair will appoint the Board Member to serve on this committee at the Board meeting. Additionally, a representative from the Board Attorney's Office, the Executive Director, Management and Compliance Audits, the Supervisor, Procurement and Materials Management, and the School Board's Insurance Consultant will serve as non-voting resource persons to the Ad-Hoc Committee.

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RECOMMENDED:

That The School Board of Miami-Dade County, Florida:

1. authorize the Superintendent to issue Request For Proposal (RFP) # 093-BB10, Administrative Services - Section 125 Flexible Benefits Program and Enrollment;
2. approve the Ad-Hoc Committee; and
3. approve the appointment by the Board Chair of a School Board Member to serve on the Ad-Hoc Committee.

RHH:sc