

August 28, 2002

Financial Affairs  
Richard H. Hinds, Chief Financial Officer

**SUBJECT: RECOMMENDATION FOR AWARD OF REQUEST FOR PROPOSAL (RFP) #093-BB10, ADMINISTRATIVE SERVICES - SECTION 125 FLEXIBLE BENEFITS PROGRAM, AND ENROLLMENT**

**COMMITTEE: FINANCIAL AFFAIRS**

Pursuant to the Board's approval at the Board meeting of April 17, 2002, RFP 093-BB10, Administrative Services - Section 125 Flexible Benefits Program and Enrollment, was distributed to fourteen vendors, as well as being posted on the Board's Office of Procurement Management's web-site where it is distributed to vendors through various bid clearing houses including [www.bid.net](http://www.bid.net), [www.Governmentbids.com](http://www.Governmentbids.com), and [www.demandstar.com](http://www.demandstar.com).

A non-mandatory pre-bid conference was held on June 12, 2002 at which time vendors both on the original bid list, along with those who were not, but had received the RFP, participated. Subsequent to the pre-bid conference, an addendum was distributed, to all vendors, as well as also being placed on the district's web site.

Proposals were received at the bid opening of July 2, 2002, which included full proposals from two vendors, and letters of no bid from three others. One additional no bid letter was received following the official bid opening.

At the Board meeting of April 17, 2002, the Board approved the Ad-Hoc Committee which was assembled, pursuant to School Board Rule 6Gx13- 3F-1.022, Professional Service Contracts for Insurance or Risk Management Programs - Policy. This Ad-Hoc Committee met on Monday, August 19, 2002, however due to scheduling conflicts some members who had committed that they would be in attendance, were unable to attend. As a result, the meeting was cancelled and is being re-scheduled.

A full agenda item, including a recommendation for award of the RFP will be provided to the Board prior to the Board Meeting of September 12, 2002.

RHH:sc