

Financial Services
Richard H. Hinds, Chief Financial Officer

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST
FOR PROPOSALS (RFP) #051-MM10, SELECTED THIRD
PARTY ADMINISTRATION OF EMPLOYEE BENEFITS**

**COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL
RELATIONS**

**LINK TO STRATEGIC
FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY**

At the Board meeting of October 19, 2011, the Board authorized the extension of its existing contract with FBMC Benefits Management, Inc. (FBMC) due to the upcoming implementation of the payroll module of SAP. The Board approved a 25% reduction in the fee structure based upon the reduced scope of services to be performed by FBMC as a result of SAP. At the same Board meeting, the Board authorized staff to begin work on a comprehensive Request For Proposals (RFP) for selected third party administration of employee benefits to become effective January 1, 2013.

Therefore, staff is recommending issuance of RFP #051-MM10, Selected Third Party Administration of Employee Benefits, to solicit proposals for the following categories of employee benefit services:

- On-Site & Off-Site Employee and Retiree Benefit Administration Services
- On-Site SAP System Data Input and Administration Services
- Off-Site Employee Benefits Customer Service
- Off-Site FSA Plan Administration Services
- Off-Site Employee and Retiree Benefit Plan Communication Materials Development and Production
- Insurance Brokerage Services for Certain Voluntary Employee Benefit Insurance Coverages, including Universal Life Insurance, Critical Illness/Cancer Insurance and Long Term Care Insurance for employees, dependents and eligible retirees

SUPERINTENDENT'S AD-HOC INSURANCE COMMITTEE

Pursuant to School Board Policy 6332 - Professional Service Contracts for Insurance or Risk Management Programs, an Ad-Hoc Committee will review received proposals and make recommendations to the Superintendent, which upon approval will be taken to the School Board for final approval.

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The Ad-Hoc Insurance Committee will consist of the following individuals:

Deputy Superintendent, District/School Operations
Associate Superintendent and Chief Financial Officer, Financial Services
Risk and Benefits Officer, Office of Risk and Benefits Management
Employment and Staffing Officer, Office of Human Resources
Chief Information Officer, Information Technology Services
ERP Team Leader, Benefits, Office of Risk and Benefits Management
Fringe Benefits Supervisor, Office of Risk and Benefits Management

Additionally, the following representatives will serve as non-voting resource persons to the Ad-Hoc Committee:

Representatives from: School Board Attorney's Office
 Office of Procurement Management
 M/WBE & Related Services
 District's Risk Management Consultant

Copies of the RFP will be distributed to Board Members, and will be placed on file in the Office of the Recording Secretary to the School Board and in the Citizen Information Center.

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

1. authorize the Superintendent of Schools to issue Request for Proposals (RFP) # 051-MM10, Selected Third Party Administration of Employee Benefits; and
2. approve the composition of the Ad-Hoc Committee.

RHH:sbc