

Financial Services  
Mrs. Judith M. Marte, Chief Financial Officer

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP) #15-066-YP, SELECTED THIRD PARTY ADMINISTRATION OF EMPLOYEE BENEFITS**

**COMMITTEE: FISCAL ACCOUNTABILITY**

**LINK TO STRATEGIC BLUEPRINT: EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES**

At the Board meeting of September 9, 2015, the Board authorized the extension of its existing contract with FBMC Benefits Management, Inc. (FBMC) for a one-year term effective January 1, 2016. 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, 2017.

Therefore, staff is recommending issuance of RFP #15-066-YP, Selected Third Party Administration of Employee Benefits, to solicit proposals for the following categories of employee benefits services which can be proposed collectively or individually:

- On & Off-Site Benefits Education, Enrollment Assistance and Administrative Services
- On & Off-Site System Data Input and Administration Services
- Off-Site Customer Service Support
- On & Off-Site Flexible Spending Account (FSA) Plan Administration Services
- Off-Site Employee and Retiree Benefit Plan Communication Materials Development, Production and Mailing
- On & Off-Site Retiree Benefits Education, Enrollment Assistance and Administrative Services
- Insurance Brokerage Services for specified Voluntary Employee Benefit Insurance Coverages

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:

Chief Financial Officer, Office of Financial Services  
Chief Operating Officer, School Operations  
Chief Human Capital Officer, Human Resources  
Chief Information Officer, Information Technology Services  
Executive Director, Office of Risk and Benefits Management  
Economic Development Officer, Office of Economic Development  
Chief Strategy Officer, Office of the Superintendent

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  
   District's Employee Benefits 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) # 15-066-YP, Selected Third Party Administration of Employee Benefits; and
2.      approve the composition of the Ad-Hoc Committee.

JMM:abc