



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.12.

5/7/2024

Subject:

Permission to issue Request for Proposals (RFP) for Employee Benefits Online Vendor/Administrative Services

Fiscal Impact:

Under the current contract, services are paid for monthly with a cumulative annual cost of approximately \$100,000.

Dept/Office:

Human Resources

Requested Action:

It is requested that the Board of County Commissioners:

1. Authorize the Office of Human Resources to develop and release for advertisement, a Request for Proposals for an Employee Benefits Online Vendor/Administrative Services;
2. Authorize the County Manager to approve a Selection and Negotiating Committee. The County Manager shall have the authority to replace committee members as necessary; and
3. Authorize the County Manager to execute all resulting contracts and amendments thereto upon approval by the County Attorney's Office and Risk Management.

Summary Explanation and Background:

The County's current employee benefits administration services vendor has been under contract to Brevard County since 2009 and continued after an RFP in 2016. It is our desire to continue utilizing an online open enrollment and benefits administration process. Given the advances in technology and increasing complexity of benefits administration, the Office of Human Resources wishes to advertise a Request for Proposals.

Clerk to the Board Instructions:

Please provide a copy of the Clerk's Memo to Human Resources and Purchasing Services.



May 8, 2024

M E M O R A N D U M

TO: Melissa Powers, Human Resources Director

RE: Item F.12., Permission to Issue Request for Proposals (RFP) for Employee Benefits Online Vendor/Administrative Services

The Board of County Commissioners, in regular session on May 7, 2024, authorized you to develop and release for advertisement, a RFP for an Employee Benefits Online Vendor/Administrative Services; authorized the County Manager to approve a Selection and Negotiating Committee, which he shall have the authority to replace committee members as necessary; and authorized the County Manager to execute all resulting contracts and amendments thereto, upon approval by the County Attorney's Office and Risk Management.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

Kimberly Powell
Kimberly Powell, Clerk to the Board

/tr

cc: County Manager
Purchasing Services
Finance
Budget