



# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/794-2221

Heather Fiorentino, Superintendent

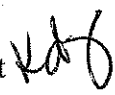
[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Purchasing  
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November 1, 2011

## MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPO, CPPB, Purchasing Agent 

**SUBJECT:** Permission to Negotiate with Sunbelt Worksite Marketing Inc.  
For Voluntary Benefit Administration

As you are aware, Sunbelt Worksite Marketing Inc. (Sunbelt) was awarded RFP 07-006-AZ on August 1, 2006 to provide the District with Voluntary Benefit Administration. This award was for a five-year period renewable annually with mutual consent. The fifth year of this five-year agreement with Sunbelt expires on December 31, 2011.

Because of time constraints and to preserve continuity of services, Mary Tillman, Director of Employee Benefits, is requesting approval to negotiate services with Sunbelt for calendar year 2012. Please see attached letter from Ms. Tillman for a detailed explanation. If we receive permission to negotiate with Sunbelt, we will provide a recommendation at a future Board meeting for approval of the "best and final" contract offer from Sunbelt. The district is permitted to negotiate for services of this nature under Florida Administrative Code 6A-1.012.(15).

At this time, we are requesting the Board's permission to negotiate with Sunbelt for Voluntary Benefit Administration. If you have any questions or concerns, please feel free to contact Mary Tillman or me at your earliest convenience.

KDG/mw  
Attachments

Date/Time: October 26, 2011 09:02:00



# District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/ 794-2000

Heather Fiorentino, Superintendent

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DATE: November 1, 2011

TO: Kendra Goodman, Purchasing Agent

FROM: Mary Tillman, Director of Employee Benefits *Mary H. Tillman*

RE: Direct Negotiation for Voluntary Benefit Administration Services

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On August 1, 2006, RFP 07-006-AZ for Voluntary Benefits Administrator was awarded to Sunbelt Worksite Marketing Inc. to provide voluntary benefits; flexible spending account, COBRA and retiree benefits administration; and the development of a benefits management software system. The District is currently in the fifth year of the five year contract, which is renewable annually upon mutual consent, and will expire on December 31, 2011.

The services provided by Sunbelt Worksite Marketing Inc. have been satisfactory. At this time, I am requesting your assistance in obtaining the Board's approval to begin negotiations with this company for services for 2012. If we receive approval, we will provide a recommendation to the Board based upon the negotiations and approval of the "best and final" contract for the Board's ultimate approval. We will also work with the purchasing department and the full insurance committee to provide the "best and final" contract for the Board's consideration and approval.

Please request permission from the Board to approve this renewal. If you have any questions or need any additional information, please call me. As always, I appreciate the assistance that I have received from you and your staff during this process.