



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Department of Purchasing
Michael J. Woodall, CPPO, Purchasing Agent
813/ 794-2221 Fax: 813/ 794-2111
727/ 774-2221 TDD: 813/ 794-2484
352/ 524-2221 e-mail: mwoodall@pasco.k12.fl.us

October 15, 2013

MEMORANDUM

TO: Honorable School Board Members

FROM: Michael J. Woodall, CPPO, Purchasing Agent *MJW*

SUBJECT: Voluntary Benefits Administrator
Sunbelt Worksite Marketing

On December 20, 2011, the Board approved a negotiated contract with Sunbelt Worksite Marketing (Sunbelt) to provide voluntary benefit administration services for Pasco School Board employees. Sunbelt has provided these services to the District for several years, and their service has been satisfactory. The second year term of the contract will expire December 31, 2013.

Ms. Mary Tillman, Director for Employee Benefits, has requested renewal of the contract (on file in the Purchasing Dept.) for the next term, January 1, 2014 – December 31, 2014. Please see her attached memo for further information. The contract terms and conditions were originally approved by Ms. Nancy Alfonso, Board Attorney. The District is permitted to negotiate for services of this nature under Florida Administrative Rule 6A-1.012(15).

Although there is no cost to the District for these services, we are requesting Board approval of the renewal, as the contract involves the handling of District funds.

Please contact Mary Tillman or me at your earliest convenience if you have any questions or concerns.

MJW/az
Attachments

Date/Time: October 9, 2013 09:24:00



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7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Employee Benefits, Assistance & Risk Management

Mary Tillman, Director

813/ 794-2759 Fax: 813/ 794-2173

727/ 774-2759 TDD: 813/ 794-2484

352/ 524-2759 e-mail: mtillman@pasco.k12.fl.us

DATE: October 15, 2013

TO: Michael Woodall, Purchasing Agent

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

RE: Voluntary Benefits Administrator – Sunbelt Worksite Marketing

On November 1, 2011, the Board gave approval for Employee Benefits Staff and the Finance Subcommittee (of the District Insurance Committee) to negotiate with Sunbelt to provide voluntary benefit administration services for Pasco School Board employees. This contract is renewable annually at the mutual agreement of the parties.

Sunbelt has provided these services to the District for the last seven years and those services have been satisfactory. There is no direct cost to the District for these services.

At this time, I am requesting your assistance in obtaining the Board's approval of the contract with Sunbelt for the term January 1, 2014 through December 31, 2014. As always I appreciate your assistance and that of your staff during this process.



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Department of Purchasing Services
Michael J. Woodall, CPPPO, Purchasing Agent
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352/ 524-2221 e-mail: mwoodall@pasco.k12.fl.us

DIRECT NEGOTIATED CONTRACT WITH SUNBELT WORKSITE MARKETING VOLUNTARY BENEFITS ADMINISTRATOR

Yes, I agree to renew the above-referenced contract, under existing terms and conditions, with the District School Board of Pasco County. The contract term will be January 1, 2014 – December 31, 2014.

No, I do not agree to renew the above-referenced contract with the District School Board of Pasco County.

SIGNATURE: _____

Spencer A. Vice

TYPED NAME AND TITLE: _____

Spencer A Vice - President

TELEPHONE (WITH AREA CODE): _____

863 668-4700

FAX NUMBER (WITH AREA CODE) _____

863 665-6568

E-MAIL ADDRESS FOR GENERAL COMPANY CONTACT: _____

svice@sunbeltworksite.com

DATE: _____

9/24/13

The company certifies, by submission and signature on this renewal form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2)(a).

PLEASE RETURN VIA E-MAIL TO:

DISTRICT SCHOOL BOARD OF PASCO COUNTY
Purchasing Services Dept.
Attention: Arlene Zimney, Buying Manager
(813) 794-2504 phone
azimney@pasco.k12.fl.us