



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

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October 23, 2007

## **MEMORANDUM**

**TO:** Honorable School Board Members

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

**SUBJECT:** Renewal of Second Year of Five-Year Contract, Invitation to Negotiate 07-006-AZ Voluntary Benefits 3<sup>rd</sup> Party Administrator/ASP Program Administrator, Sunbelt Worksite Marketing

On August 1, 2006, official action (attached) was taken to award the above-referenced Invitation to Negotiate to Sunbelt Worksite Marketing. Sunbelt provides benefits administration for the District's voluntary benefits, flexible spending accounts, COBRA and retirees. They also have developed the District's benefits management software system. Please reference the attached memo from Ms. Mary Tillman, Director of Employee Benefits, for further information.

Considering services have been satisfactory, Sunbelt was contacted to verify their willingness to enter into the second year of the agreement. They have agreed in writing (attached) to do so. There is no cost to the Board for this contract.

At this time it is my recommendation to enter into the second year of the agreement with Sunbelt Worksite Marketing. The contract period will be January 1, 2008 – December 31, 2008. Should you have any questions concerning this matter, please feel free to contact Mary Tillman or me at your earliest convenience.

KDG/az

Attachments