



# 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

December 18, 2012

## 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 first year term of the contract will expire December 31, 2012.

Ms. Mary Tillman, Director of Employee Benefits & Risk Management, has requested renewal of the contract (on file in the Purchasing Dept.) for the next term, January 1, 2013 – December 31, 2013. 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: December 12, 2012 10:04:00



## District School Board of Pasco County

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

Heather Fiorentino, Superintendent

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

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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](mailto:mtillman@pasco.k12.fl.us)

DATE: December 18, 2012

TO: Michael Woodall, Purchasing Agent

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

RE: Voluntary Benefits Administrator – Sunbelt Worksite Marketing

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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 six 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, 2013 through December 31, 2013. As always I appreciate your assistance and that of your staff during this process.



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### 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, 2013 – December 31, 2013.

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

COMPANY NAME:

SIGNATURE: \_\_\_\_\_

TYPED NAME AND TITLE: Spencer Vice / Sunbelt President

TELEPHONE (WITH AREA CODE): (863) 967-8045

FAX NUMBER (WITH AREA CODE) (863) 665-6568

E-MAIL ADDRESS FOR GENERAL COMPANY CONTACT: svice@sunbeltworksite.com

DATE: November 16, 2012

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 FAX OR E-MAIL TO:

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