

**Columbia Public Schools****Regular Session  
11/12/2018 06:30 PM****Printed : 11/13/2018 10:46 AM CST****ITEM : 9.B.Consideration of Online Employee Benefits Enrollment System Bid Award and Contract (Action)--Heather McArthur  
Recommendation**

The administration recommends that the Board of Education approve the Online Employee Benefits Enrollment System bid award and contract with Benefit Focus as presented.

**Summary**

A Request for Proposal (RFP) for an online employee benefit enrollment system was issued that would allow the District's Employee Benefits department and other staff to carry out required job functions efficiently and timely, as well as streamline access for end-users.

Five firms responded to the RFP. The responses were reviewed for the information requested in the proposals. The primary focus of the RFP was to gather information related to the following:

- fee
- experience with clients that have self-insured health plans
- experience with other school district clients
- enhanced capabilities by administrator as well as end user
- automated eligibility files with District's existing carriers
- web browsers supported/mobile app

After evaluating and scoring the responses, four finalists were selected for interviews and interviewed by a panel that included the following: Teresa Maledy, Board Member; Michelle Fitter and Scott James with our benefits consultant firm, J.W. Terrill; Heather McArthur, Interim Chief Financial Officer; Jaime Clark, Benefits Manager and other representatives from the benefits, technology services and purchasing departments. The panel recommends the award and contract of the Online Employee Benefits Enrollment System to Benefit Focus of Charleston, SC.

The anticipated launch date is May 1, 2019.

| <b>VENDOR</b>                         | <b>ANNUAL COST</b> |
|---------------------------------------|--------------------|
| <b>BENEFIT FOCUS</b> – Charleston, SC | Year 1 - \$225,956 |
|                                       | Year 2 - \$181,032 |

**Financial Impact**

Year 1 includes one-time implementation costs of \$43,820 and an ongoing annual cost of \$181,032.

**Contacts**

This item was prepared by Heather McArthur, Interim Chief Financial Officer and Board