

Town of Davie
Department of Human Resources

Date: January 08, 2002
To: Mayor and Councilmembers
Via: Ken Cohen, Assistant Town Administrator
From : Mark Alan, Director of Human Resources
Subject: January 16, 2002, Town Council Agenda Item regarding Insurance Benefits Plans:

SELECTING GROUP MEDICAL BENEFITS INCLUDING HMO AND POS PLANS, AND AN EAP;
SELECTING DMO AND DPO PLANS; SELECTING LIFE AND AD&D , LTD, AND STD BENEFITS; AND
AUTHORIZING THE HUMAN RESOURCES DIRECTOR TO EXECUTE APPROPRIATE APPLICATIONS
AND CONTRACTS FOR SAID BENEFIT PLANS

Staff is requesting that the subject agenda item be tabled until the February 06, 2002, Town Council meeting in order to accommodate the following schedule:

Sat., 01/05/02 - Purchasing Division placed ad for Medical/EAP RFP in Sun-Sentinel.

Mon., 01/07/02 - Human Resources mailed RFP to 22 potential proposers.

Tues., 01/08/02 - Human Resources is obtaining addresses for 2 additional potential proposers to which the RFP will be mailed.

Tues., 01/08/02 - Purchasing Division mailed RFP to 3 additional potential proposers who requested RFP (Purchasing Division will continue to mail RFP to potential proposers as RFP is requested by said potential proposers.)

Fri., 01/25/02 - Proposals due in Purchasing Division at 2PM
(Provides same amount of time for potential proposers to respond as was provided for initial RFP which closed 11/16/01.)

Wed., 01/30/02 - Bid Spec Committee will meet in order to develop a short list of proposers.

Thurs., 01/31/02 - Short listed proposers will make presentations to and be interviewed by Bid Spec Committee.

Wed., 02/06/02 - Resolution encompassing the Bid Spec Committee's recommendations will be agendized for the 02/06/02 Town Council meeting.

Fri., 02/08/02 - Information regarding the Open Enrollment schedule will be attached to employees' pay checks. Open Enrollment Period will be Mon., 02/11/02, through Fri., 02/22/02, with a Fri., 03/01/02, plan effective date.

Should you have any additional questions regarding this issue, please contact me or Assistant Town Administrator Ken Cohen.

cc: Tom Willi, Town Administrator

MA:ma