

Town of Davie

Department of Human Resources

Date: January 31, 2002
To: Mayor and Councilmembers
Via: Ken Cohen, Assistant Town Administrator
From : Mark Alan, Director of Human Resources
Subject: February 06, 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 20, 2002, Town Council meeting in order to accommodate an extension of the deadline for the Medical/EAP Request for Proposals (RFP).

A potential proposer has indicated that they require this extension in order to obtain a quote and submit their proposal. Proposals are now due in the Purchasing Division at 3:00 pm on Wednesday, February 06, 2002. All potential proposers on the bid list have been notified of this extension.

This tabling will also allow for the Bid Spec Committee to meet following the close of the RFP in order to develop a short list of proposers and to allow for short listed proposers to make presentations to and be interviewed by the Bid Spec Committee, if necessary.

The resolution encompassing the Bid Spec Committee's recommendations will be agendaized for the February, 20, 2002, Town Council meeting. Information regarding the Open Enrollment schedule will be attached to employees' February 22, 2002, pay checks. The Open Enrollment Period will follow and the anticipated plan effective date will remain March 01, 2002.

Please contact me should you have any additional questions regarding this matter.

cc: Tom Willi, Town Administrator
Russell Muniz, Town Clerk

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