



## BoardDocs Cover Page

(Due to final Cabinet-level approval on Monday at noon, 2+ weeks prior to BOE meeting date)

Meeting Date:	September 27, 2023	
Agenda Session: (Category)	<input checked="" type="checkbox"/> Work Session (Bids, former F&F items, grant approvals etc.) <input type="checkbox"/> Closed <input type="checkbox"/> Regular, Preliminary Items (System Recognitions)	<input type="checkbox"/> Regular, Action/Consent <input type="checkbox"/> Board Items <input type="checkbox"/> Public Hearing <input type="checkbox"/> Board Committee
Title (Subject):	RFP 18MISC3, Employee Benefit Consulting Services (Renewal)	
Access:	<input type="checkbox"/> Private	<input checked="" type="checkbox"/> Public
Type:	<input type="checkbox"/> Business Item <input type="checkbox"/> Policy Item <input type="checkbox"/> Strategic Plan Item <input type="checkbox"/> System Recognition <input checked="" type="checkbox"/> Action (e.g., bids, action/consent items) <input type="checkbox"/> Consent (e.g., staffing, policies)	<input type="checkbox"/> Information (e.g., grants under \$50K, *grants over \$50K are Information/Discussion/Action) <input type="checkbox"/> Discussion <input type="checkbox"/> Minutes <input type="checkbox"/> Report <input type="checkbox"/> Special Agenda Type <input type="checkbox"/> Procedure
Aspirational Goals: (May select multiple)	<input type="checkbox"/> 1-Student Achievement <input type="checkbox"/> 2-Effective and Engaged Staff <input checked="" type="checkbox"/> 3-Resource Allocation	<input type="checkbox"/> 4-Family and Community Involvement <input checked="" type="checkbox"/> 5-Health and Safety
Recommended Action:	Board approval of contract renewal RFP 18MISC3, Employee Benefit Consulting Services	
Backup Documents:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many? <u>1</u> Is one a PowerPoint (PPT): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Submitted: <input checked="" type="checkbox"/> Herewith <input type="checkbox"/> Later <input type="checkbox"/> Both Comment: _____
<b>Immediately following receipt of an email confirmation that this item has been approved by the Superintendent, the person posting this item to BoardDocs is responsible for emailing the approved PPT to <a href="mailto:jeremy.eccard@fcps.org">jeremy.eccard@fcps.org</a>, <a href="mailto:amelia.ross@fcps.org">amelia.ross@fcps.org</a>, <a href="mailto:jeremiah.johnson@fcps.org">jeremiah.johnson@fcps.org</a>, and <a href="mailto:brandon.oland@fcps.org">brandon.oland@fcps.org</a>.</b>		

**PURPOSE OF PRESENTATION:** Staff has reviewed the attached contract renewal and recommends approval by the Board of Education of Frederick County.

**BACKGROUND/SUMMARY:** The recommendation is to renew the consulting services contract that will assist Frederick County Public Schools in the management of its employee health and welfare programs.

Staff recommends that RFP 18MISC3, Employee Benefit Consulting Services be renewed to Trion Group of King of Prussia, PA.

**PRESENTER(S) & TITLE(S):**

Kim Miskell, CSBO, Assistant Purchasing Manager  
 Sarah Minnick, Senior Manager, Employee Benefits

**SUBMITTED BY:**

Bill Meekins, CPPB, CPPO, NIGP-CPP, CSBO, CPCP, Purchasing Manager  
 Leslie R. Pellegrino, Chief Financial Officer

**RFP 18MISC3**  
**EMPLOYEE BENEFIT CONSULTING SERVICES**  
**(RENEWAL)**

**FACT SHEET**

A. **Overview:** This recommendation is to renew the consulting services contract that will assist Frederick County Public Schools (FCPS) in the management of its employee health and welfare programs.

1. **Other Facts:**

- The contract renewal term will be effective from November 1, 2023 through October 31, 2024, with one additional one-year renewal options available.
  - The consultant provides:
    1. Full-service consulting which includes analytical and strategic consulting services on an ongoing basis for FCPS's group health and welfare benefit plans. These services will include the standard services such as comprehensive underwriting, premium rate setting, benchmarking, and assistance with RFP preparation, development and evaluation.
    2. A comprehensive approach in reviewing plan utilization with the use of data warehousing and special underwriting programs to help develop a multi-year strategy in assisting FCPS in making informed decisions. Their full-service programs will include assistance to ensure compliance with state and federal laws, healthcare reform, wellness knowledge and support.
    3. Resources to assist with educating and engaging employees, developing employee communications, and summary plan booklets.
  - The vendor did not request any price adjustments for the renewal term.
  - This recommendation has been reviewed and approved by the Insurance Council which consists of members from FCPS, Frederick County Teachers Association (FCTA), Frederick Association of School Support Employees (FASSE), and Frederick County Administrative and Supervisory Association (FCASA).
  - The contract will be administered by Sarah Minnick, Senior Manager, Employee Benefits.
2. **Source of Funding:** Funding for Employee Benefit Consulting Services is through the Board's self-insurance fund, which will continue to be funded by the Board of Education and employee/retiree contributions.

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B. **Recommendation:** Staff recommends that RFP 18MISC3, Employee Benefit Consulting Services, be renewed to Trion Group, at an estimated annual cost of \$187,000. If additional work beyond the original bid scope of work is needed, the hourly rates will apply.

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C. **Action taken by the Board (Purchasing use only):**

<u>KM/mg</u> Approved	_____ Denied	_____ Deferred	_____ Other	KM/mg
<u>9.27.23</u> Date	_____ Date	_____ Date	_____ Date	BOE Meeting: 09.27.23

**RFP 18MISC3, EMPLOYEE BENEFIT CONSULTING SERVICES**  
**SUMMARY OF RENEWAL**

<b>Hourly Labor Rates:</b>	<b>Trion</b>	
Sr. Vice President	\$	300.00
Sr. Consultant	\$	300.00
Consultant	\$	250.00
Sr. Analyst	\$	200.00
Analyst	\$	150.00
Administration	\$	100.00
<b>Average Hourly Rate</b>	<b>\$</b>	<b>216.67</b>