

**MEMORANDUM  
COUNTY OF PLACER  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: November 8, 2011

SUBJECT: Approve the Two-year Renewal of Contract No. KN020766 with Financial Benefits Management Company for Employee Benefits Program Management in the Maximum Amount of \$36,000.00

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**ACTION REQUESTED**

Approve the two-year renewal of Contract No. KN020766 with Financial Benefits Management Company (FBMC) of Tallahassee, FL for employee benefits program management in the maximum amount of \$36,000, and authorize the Purchasing Manager to sign the resulting contract amendment.

**BACKGROUND**

On May 22, 2007, your Board approved the award of Request for Proposals (RFP) No. 9681 to FBMC for a 43-month contract in the maximum amount of \$112,850. Under this contract, FBMC developed the initial plan documents and has been administering employee claims for the Management & Confidential Cafeteria Plan, the Placer Public Employee Organization and Placer County Deputy Sheriff Association Plans, and the Tahoe Rural Health Subsidy Plan. RFP 9681 included an option for the County to renew the contract for three additional one-year terms. On December 14, 2010 your Board approved the first one-year renewal option. The contract was extended through December 31, 2010 and the contract amount was increased by the amount of \$18,000.

The Personnel Department has been satisfied with FBMC's services and desires to exercise the next two renewal options at this time. FBMC has agreed to lock in the County's current rates for the next two-year period of January 1, 2012 through December 31, 2013.

**FISCAL IMPACT**

The County's estimated costs for these services are \$18,000 per year. This renewal option will increase the contract amount from \$130,850 to \$166,850. The Personnel Department's Fiscal Impact Statement is attached.

Attachment: Fiscal Impact Statement.

cc: Nancy Nittler, Personnel Director  
Lori Walsh, Assistant Personnel Director  
Ann Craig, Personnel Services Manager

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**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To: Honorable Board of Supervisors**  
**From: Nancy Nittler, Personnel Director**  
**Karen Mayer, Senior Administrative Services Officer**  
**Date: September 20, 2011**  
**Subject: FBMC/Wageworks Contract Renewal 2012/2013**

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The Placer County Personnel Department has \$18,000 approved for administrative fees for FBMC/Wageworks in the fiscal year 2011/2012 Employee Benefits budget. The budgeted amount is sufficient to cover the administrative costs for this contract. FBMC/Wageworks has agreed to zero cost increases over the next two year contract period.