



MEETING OF: July 9, 2013

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TITLE: Award of Request for Proposals (RFP) 14-15-18 COBRA Administration

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ITEM #: 32

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Information:

Study:

Action: X

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PURPOSE:

It is the intention of the Tucson Unified School District to procure COBRA Administration services. All information contained in the proposal should remain CONFIDENTIAL until Governing Board Award. This is in compliance with Arizona Administrative Code Rule R7-2-1045-B.

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DESCRIPTION AND JUSTIFICATION:

RFP No. 14-15-18 COBRA Administration.

Award recommendation was made by the Evaluation Committee using a weighted instrument for the specific evaluation criteria identified in the RFP. This is a multi-term award to a single vendor beginning upon award with annual renewal options through August 31, 2018. The recommended offerors were determined to have submitted proposals most advantageous to the District and the rates offered were deemed fair and reasonable.

An Executive Summary and the department's award recommendation will be sent separately to the Governing Board for review as information within the proposals is confidential until award.

The notice of Request for Proposal was sent to ninety-four (94) vendors as well as being advertised on the District's web site during the solicitation period. Five (5) vendors responded with offers and nine (9) No-Bids were received.

Superintendent Goal Customer Service is supported by these services. Janet Underwood, Benefits Manager, will be present at the Board Meeting to answer questions regarding COBRA.

Kevin Startt, Acting Director of Purchasing will be present at the Board Meeting to answer questions regarding the procurement process.

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BOARD POLICY CONSIDERATIONS:

Compliance with Governing Board Policy DJ-Purchasing Procedures.

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LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

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Legal Advisor Signature (if applicable)

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BUDGET CONSIDERATIONS:

\_\_\_\_\_ District Budget  
\_\_\_\_\_ State/Federal Funds  
X \_\_\_\_\_ Other Benefits Trust fund  
Budget Cost      Budget Code  
\$52,000 x 5years =  
\$260,000

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Budget Certification (for use by Office of Financial Services only):

Date  
I certify that funds for this expenditure in the amount of \$ are available and may be:  
Authorized from current year budget  
Authorized with School Board approval  
Code:    Fund:

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INITIATOR(S):

Jacqueline Posey, Procurement Specialist

6/27/13

Name

Title

Date

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DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:

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 [Confidentiality Statement](#)

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TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM  
CONTINUATION SHEET

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