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TO: Dr. Monty Sullivan
LCTCS President
FROM: Joseph F. Marin
Vice President of Operations
DATE: July 28, 2023
SUBJECT: Professional Services Contract between LCTCS and Benefit Focus

APPROVED

Signature and date of LCTCS Board of Supervisors

FOR BOARD ACTION

Recommendation: Staff recommends that the Board approve a contract between the LCTCS Board of Supervisors and Benefit Focus to provide implementation, training and hosting services for an employee Benefits Administration System for all eligible employees of the LCTCS, effective September 1, 2023 through August 31, 2026.

Background: In order to remain competitive in the employee market place, LCTCS and its member colleges offer group supplemental benefits to employees. To ensure the same employee experience and benefit education for all benefit eligible employees, LCTCS investigated outsourcing solution partners to provide benefit education, online enrollment, and benefit administration services that integrate with Banner. To this end LCTCS posted a Request for Proposals (RFP) in November 2022 to enter into a single system contract to manage all supplemental benefits for system and college employees. A total of eight (8) proposals were received in response to the RFP.

On July 11, 2023, after extensive review, the LCTCS RFP review committee recommended Benefit Focus be awarded a contract for a Benefits Administration System. On July 25, 2023, the Office of State Procurement, Procurement Support Team, authorized LCTCS to make the award pending Board action.

Fiscal Impact: The contract is not to exceed \$175,000 per year for a three-year period and will be funded from cost savings realized through the group benefits programs.

History of Prior Actions: N/A

Benefits to the System: The contract will provide a comprehensive system that will expedite and automate the management of supplemental benefits of LCTCS employees.

Signature of Dr. Monty Sullivan

Approved for Recommendation to the Board
Dr. Monty Sullivan, President

Signature and date: August 9, 2023

Signature: Joseph F. Marin
Joseph F. Marin (Aug 3, 2023 16:35 CDT)

Email: jmarin@lctcs.edu









Professional Services Contract between LCTCS and Benefit Focus

Final Audit Report

2023-08-03

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