

Procurement Cycle Steps

1.) Identification of a need - “I think I need to _____”

2.) Development of Requirements- I need it to do _____”

3.) Procurement Method - “How will I get it?”

4.) Evaluation - “Which is best for me?”

5.) Source Selection - “From who?”

EMPLOYEE BENEFITS CONTACTS PROCUREMENT TIMELINE

YEAR 1					YEAR 2		
COMPLETE SCOPE OF SERVICES	RELEASE RFP	EVALUATION OF OFFERS	NEGOTIATION AND AWARD OF CONTRACT	WORK WITH EMPLOYEE BENEFITS ON CONTRACT IMPLEMENTATION AND SETTING OF RATES	OPEN ENROLLMENT PREPARATION	OPEN ENROLLMENT COMPLETED	CONTRACT GOES IN TO EFFECT
JANUARY 1	FEBRUARY 1	JULY 1	SEPTEMBER 1	DECEMBER 31	APRIL 1	JUNE 1	JULY 1

CURRENT EMPLOYEE BENEFIT CONTRACTS STATUS

CONTRACT NUMBER	CONTRACT NAME	EXPIRATION DATE	RENEWAL TERM, YEARS	PROCUREMENT START DATE	NEW CONTRACT EFFECTIVE DATE
01178-RFP	GENERAL MEDICAL BENEFITS	6/30/2014	2	12/1/2012	7/1/2014
10082-RFP	PHARMACY BENEFITS MANAGER	6/30/2017	5	12/1/15	7/1/2012
05063-RFP	BEHAVIORAL HEALTH AND EMPLOYEE ASSISTANCE PROGRAM	6/30/2013	3	7/1/2012	7/1/2013
11107-S	EMPLOYEE LIFE INSURANCE	6/30/2015	3	1/1/2014	7/1/2012
05070-RFP	EMPLOYEE VISION SERVICES	6/30/2013	3	5/1/2012	7/1/2013
06167-RFP	DATA WAREHOUSE SERVICES	8/31/2013	3	10/1/2012	5/1/2014
11002-RFP	SHORT TERM DISABILITY PLAN ADMINISTRATOR	12/31/2016	5	1/1/2015	1/1/2012
11001-RFP	EMPLOYEE DENTAL BENEFIT PLAN	6/30/2015	3	1/1/2014	7/1/2012
06020-S	EMPLOYEE PRE-PAID DENTAL SERVICES	6/30/2013	0	1/1/2012	7/1/2013
05146-RFP	EMPLOYEE BENEFITS CONSULTANT	12/31/2012	0	1/1/2012	1/1/2013
10149-RFP	ELECTRONIC HEALTH SERVICES	6/30/2014	3	1/1/13	7/1/14
VOLUNTARY BENEFITS					
07031-RFP	GROUP LEGAL SERVICES	6/30/2013	0	1/1/2012	7/1/2013
11057-RFP	VOLUNTARY BENEFITS TERM LIFE	7/31/2016	5	1/1/2015	8/1/2011
11057-RFP	VOLUNTARY BENEFITS WHOLE LIFE	7/31/2016	5	1/1/2015	8/1/2011
11057-RFP	VOLUNTARY BENEFITS ACCIDENT INSURANCE	7/31/2016	5	1/1/2015	8/1/2011
11057-RFP	VOLUNTARY BENEFITS CRITICAL CARE INSURANCE	7/31/2011	5	1/1/2015	8/1/2011
11072-RFP	ENROLLMENT SERVICES	7/31/2011	5	1/1/2015	8/1/2011
07024-S	EMPLOYEE AUTO AND HOMEOWNERS GROUP INSURANCE	6/30/13	3	7/1/2011	7/1/2012

BID PREPARATION PROCESS

