

# ACTION ITEM

<b>CONTRACT ID:</b>	<b>ADMINISTRATION OF SHORT TERM DISABILITY AND LEAVE RECOMMENDED VENDOR: CIGNA</b>
<b>BUDGETED ITEM</b>	Funding to be included in the Annual Operating Budget for each respective contract term year.
<b>CONTRACT AMOUNT</b>	<ul style="list-style-type: none"><li>• <b>Base Term:</b> Two calendar years 2019 and 2020<ul style="list-style-type: none"><li>○ Cost to Citizens \$2.43 per employee per month for each service. Total Base Term estimated cost: \$122,588.64 over the two year term.</li></ul></li></ul>
<b>PURPOSE / SCOPE</b>	<p>This Action Item requests approval of a new contract for a third party administrator to provide all administrative services needed for self-funded Short Term Disability (STD) and Leave (FMLA) benefit programs to be offered to Citizens' employees, effective January 1, 2019, for a two year term.</p> <p>Employee participation will be determined during the 2018 open enrollment period and total cost will be a function of the enrollment headcount.</p>
<b>CONTRACT TERM(S)</b>	Base Term: January 1, 2019 through December 31, 2020
<b>PROCUREMENT METHOD</b>	On January 16, 2018 Citizens issued an Invitation To Negotiate #18-0001 for Administration of Short Term Disability and Leave. Negotiations were commenced with the only Vendor responding to the solicitation, Cigna. On March 21, 2018, in accordance with Florida Statute 287.057(5), Citizens proceeded with negotiations on the best terms and conditions. The recommended contract is as a result of these negotiations. Cigna is the current provider.
<b>RECOMMENDATION</b>	<p>Staff recommends that Citizens' Board:</p> <ul style="list-style-type: none"><li>(a) Approve the contract with Cigna as set forth in the Administration of Short term Disability and Leave Action item in an amount of \$122,588.64 for a two year term; and</li><li>(b) Authorize staff to take any appropriate or necessary actions consistent with this Action Item.</li></ul>
<b>CONTACTS</b>	Violet Bloom, Chief Human Resources Officer Elaine Thomas, Director, Total Rewards