

**Hendry School District Medical Benefits Plan  
Request for Proposals (RFP) Timeline  
Updated June 2, 2010**

This is a working document and may be modified by the Insurance Benefits Task Force. Changes may be made to accommodate the needs of the district.

<b>2010</b>	<b>Action</b>
January 4	Consultants and IBTF to discuss updated RFP for the January 1, 2011 plan year.
January	District to provide additional information, as needed, in a format specified by the consultants.
January	Consultants to update RFP draft based on IBTF input.
February 1	Consultants and IBTF to discuss update of RFP.
March 1	IBTF meeting.
March 15	District to develop current census data, in a format provided by the consultants.
March 22	District to provide the consultants with up-to-date premium and claims experience information, through February 2010, for inclusion in the RFP.
March 25	Consultants to send final, master draft to the District.
March 26	Request for Proposals to be advertised, per FS 112.08.
March 26	Request for Proposals packets to be disseminated by the District to interested proposers.
March 29-April 5	Spring break week.
April 12	District to conduct a pre-proposal conference for interested proposers, to provide background information, to respond to questions about the RFP, etc.
April 12	IBTF meeting.
April 27	Receipt of proposals, overnight transmittal of one set of each for consultant review.
April 28	Consultants to begin reviewing proposals, preparation of spreadsheets, verification, clarification with proposers.
May 3	IBTF meeting.
May 17	Consultants to provide spreadsheets to staff; staff to forward to IBTF.
May 24	Consultants to meet with staff, IBTF to review spreadsheets and choose proposer finalists.
June 1	Consultant, staff, IBTF to interview proposer finalists, in LaBelle, and choose winning firm.
June 1	IBTF present recommendations to the Superintendent and School Board for approval..
June 2	Notify all employees of board decision via email, district website and paper copy.
June/July/August	Negotiations with HCEA and HESPA.
August 9	IBTF morning meeting, Wellness presentation by Kristi Dickerson if available.
September 13	IBTF meeting, if needed.
September 14	Board Meeting in Clewiston, to review Health Insurance changes, if needed..
September 28	Board meeting in LaBelle, to review Health Insurance changes, if needed.
October	Orientation on benefits plan, options, for January 1, 2011.
October 4	IBTF meeting, if needed.
November 1	IBTF meeting, if needed.
November 10	Employee Plan enrollment at CHS
November 11	Employee Plan enrollment at LHS.
December	Payroll Deductions
December 6	IBTF meeting, if needed.
January 1	Effective date of new plan.

6/2/10