

**FORSYTH COUNTY  
BOARD OF COMMISSIONERS**

BRIEFING  
DRAFT

MEETING DATE: FEBUARY 14, 2019 AGENDA ITEM NUMBER: 12

**SUBJECT: RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF A CONTRACT  
BETWEEN FORSYTH COUNTY AND BENEFIT EXPRESS SERVICES, LLC  
FOR BENEFITS ENROLLMENT SERVICES  
(HUMAN RESOURCES DEPARTMENT)**

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:**

**SUMMARY OF INFORMATION:**

ATTACHMENTS:  YES  NO

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
COUNTY MANAGER

**RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF A CONTRACT  
BETWEEN FORSYTH COUNTY AND BENEFIT EXPRESS SERVICES, LLC  
FOR BENEFITS ENROLLMENT SERVICES  
(HUMAN RESOURCES DEPARTMENT)**

**WHEREAS** Forsyth County's Benefits Consultant prepared a request for proposals (RFP) and solicited proposals from benefits enrollment companies;

**WHEREAS** six firms responded by submitting proposals and the firm with the lowest proposed cost also meeting the requirements of the RFP is Benefit Express Services, LLC;

**WHEREAS** Benefit Express Services, LLC's proposal amount is not to exceed \$56,700, during the first year; and

**WHEREAS** it is recommended that a contract for online employee benefits enrollment services be awarded to Benefit Express Services, LLC and that all other proposals be rejected;

**NOW, THEREFORE, BE IT RESOLVED**, by the Forsyth County Board of Commissioners that a contract in an amount not to exceed \$56,700, for the first year is hereby awarded to Benefit Express Services, LLC for the provision of online benefits enrollment services, for eligible Forsyth County employees and retirees, and all other proposals are hereby rejected;

**BE IT FURTHER RESOLVED**, that the Chairman or County Manager and Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, the attached contract between Forsyth County and Benefit Express Services, LLC, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney; and

**BE IT FURTHER RESOLVED**, that the County Manager is hereby authorized to execute, on behalf of Forsyth County, subsequent contracts or contract amendments with this Provider for these services within budgeted appropriations in current and future fiscal years if these services are deemed necessary.

Adopted this 14<sup>th</sup> day of February 2019.