



MEMORANDUM

Council Agenda
Item No. MFA. C
4/26/2022

The City of OKLAHOMA CITY

TO: Chairman and Trustees of the Oklahoma City Municipal Facilities Authority

FROM: Craig Freeman, City Manager/General Manager, OCMFA

Request for Proposals to be advertised for COBRA Administration Services for The City of Oklahoma City and participating public trust employees, retirees, and eligible dependents, (RFP-OCMFA-028).

Purpose:

To award an Agreement/Contract for COBRA Administration services including compliance updates, disclosures, and materials for The City of Oklahoma City communication. Proposers must maintain regulatory requirements while providing notification, eligibility, and billing for COBRA systems. Proposers are encouraged to submit cost saving solutions for purchasing, maintenance, and management of these systems.

Background:

The Contracting Entity currently uses a PeopleSoft COBRA module to provide notification, eligibility, enrollment, and billing of premiums. Compliance is internally managed by Human Resources staff. The Contracting Entity will transition to Oracle HCM Cloud in 4th Quarter 2022.

The Contracting entity maintains benefit eligibility for 11,603 full time employees, retirees, and dependents across fully insured and self-funded products. A monthly average for the last 12-month period included 39 General and 83 Initial notices sent to eligible participants.

Proposal Receipt Date:

June 1, 2022 4:00:00 p.m.

Source of Funds:

OCMFA Services – Risk/Health Care Ins – Employee Benefits – Professional Services Other
(682-1450-1600450-52040046)

Review:

Human Resources Department

Recommendation: Request for Proposals be approved and the City Clerk be authorized to advertise for proposals.