



RESOLUTION No. _____

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING THE ADMINISTRATIVE SERVICES AGREEMENT BETWEEN THE COUNTY OF NEVADA AND BASIC PACIFIC FOR THIRD-PARTY PRE-TAX BENEFIT ADMINISTRATION AND COBRA ADMINISTRATION ON BEHALF OF THE COUNTY'S HEALTH AND WELFARE PLAN BROKER AND AUTHORIZING ENHANCED BENEFIT ENROLLMENT AND SERVICE COORDINATION WITH BUILDING BLOCKS (BB4B) FOR THE PERIOD BEGINNING JUNE 9, 2020 THROUGH DECEMBER 31, 2021, AND AUTHORIZING THE HUMAN RESOURCES DIRECTOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE COUNTY OF NEVADA

WHEREAS, in July of 2019, the County began conducting market research on available products and services available by benefits brokers for health and welfare plan brokerage services on behalf of the County; and

WHEREAS, the County identified one provider, Keenan & Associates, with the ability and platform to enroll employees in medical insurance plans that communicated directly with the online requirements of CalPERS systems, thereby eliminating dual entry; and

WHEREAS, after a careful review Keenan & Associates and County personnel have identified Building Blocks for Business (BB4B) as a capable administrator of the health and welfare plan brokerage services performed by Keenan & Associates, thereby enhancing benefit enrollment service delivery through the use of trained benefits specialists to serve employees during open enrollment and life events while reducing staff time; and

WHEREAS, after careful review, Keenan & Associates and County personnel have identified Basic Pacific as a qualified entity to provide pre-tax benefit administration and mandated COBRA administration as a third-party administrator for Building Blocks for Business (BB4B); and

WHEREAS, Basic Pacific is able and willing to offer other ancillary non-County sponsored benefits to County Employees through an Enrollment Expectation Agreement at no cost to the County; and

WHEREAS, the administration services provided by Building Blocks for Business (BB4B) will be free of charge as long as we are contracted with Basic Pacific for our Flexible Spending Arrangement and other pre-tax benefits, as well as, their ability to offer at no cost to the County other ancillary benefits; and

WHEREAS, the County desires to enter into an administrative services agreement with Basic Pacific for pre-tax benefit administration as a third-party administrator for Building Blocks for Business (BB4B) which will enhance benefit service delivery needs to our employees and reduce staff time meeting the County's needs; and

WHEREAS, Basic Pacific has agreed that fees shall not exceed \$7,500 in the first year, with fees being based on the estimated number of mandated COBRA packets to be generated.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors, of the County of Nevada, State of California, that the Administrative Services Agreement by and between the County of Nevada and Basic Pacific, pertaining to pre-tax health and welfare plans benefit administration and mandated COBRA administration as a third-party administrator for Building Blocks for Business (BB4B) for the period of June 9, 2020 through December 31, 2021, in a maximum contract amount of \$7,500, is hereby approved in the form attached hereto and that the Chair of the Board of Supervisors is hereby authorized to execute said Agreement on behalf of the County of Nevada, and that the Human Resources Director is hereby authorized to execute the Enrollment Expectations Agreement with Building Blocks for Business (BB4B) to administer the health and welfare plan brokerage services performed by Keenan & Associates, and authorizes the Human Resource Director to offer other ancillary non-County sponsored benefits to County Employees provided through BB4B, as set forth in the attached Enrollment Expectation Agreement, which the Human Resources Director is authorized to sign on behalf of the County of Nevada.

BE IT FURTHER RESOLVED that the Human Resources Director, as Plan Administrator, is hereby authorized to approve the annual renewal document.