
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: MATT ANASTASIA, FINANCE DIRECTOR
SUBJECT: DISCUSSION: RFP FOR VILLAGE EMPLOYEE BENEFIT BROKER SERVICES
AGENDA: JULY 18, 2023
DATE: JULY 12, 2023

ISSUE

Shall the Village issue an RFP for Village Employee Benefit Broker Services.

DISCUSSION

The Village has been with the current Broker, Better Business Planning Inc., since 2007, where they handle the Village's insurance renewal process for Medical, Dental and Life Insurance. Better Business Planning also is the administrator for our HSA/FSA plans as well. As a part of issuing the RFP, we have requested the costs be broken out as a flat fee basis for the year and as a percentage of premium cost, as to see the difference between the two.

As the Village continues to grow, it is the best practice to continue to look at these types of services. Staff is recommending the Village draft and post an RFP for Benefit Broker Services. Village plan year is January 1, therefore, we would like to get the RFP posted in July and approved by the Board in August/September 2023.

I have notified our current broker, Better Business Planning, of the Village issuing the RFP.

COST

There is no cost to issuing the RFP for Benefit Broker Services.

RECOMMENDATION

The Village Board discuss issuing an RFP for Benefit Broker Services and direct staff to complete.