



# POLICY BULLETIN



## SUPPLEMENTAL / VOLUNTARY BENEFIT VENDORS

### **Purpose:**

This policy is to standardize the method of selecting vendors for employee supplemental / voluntary benefit programs. Having the right vendors helps to ensure Sarpy County is providing access to quality products and services for its employees.

### **Definition:**

Voluntary/supplemental benefits are defined, for purposes of this policy, as programs/policies/benefits paid for via payroll deduction and/or presented to County employees on County premises. These types of benefits are individually held by an employee.

Voluntary/supplemental benefits are not County-sponsored. By way of example, types of benefits governed by this policy include, but are not limited to, ancillary insurances (e.g. critical care, short term disability, cancer, accident, and life insurance), financial counseling services (e.g. deferred compensation and IRAs) Identity protection programs, savings plans.

### **Procedure:**

In order to standardize the selection of vendors authorized to market their products, all new vendor proposals will be forwarded to the County Broker of Record, no later than February 1<sup>st</sup> of each calendar year. New vendor proposals submitted after February 1<sup>st</sup> will not be reviewed until the following year.

Review of existing vendors will be conducted on an “as-needed” basis as determined by the Benefits Committee or directed by the County Board.

Review of new vendor proposals will occur on an annual basis, with said review completed by April 1<sup>st</sup> of each calendar year.

The review will consist of a full vetting of new vendors. This review includes, but is not limited to,

- Ability to meet County needs;
- Security items (e.g. System security; Data security; Network security; Staff security);
- Privacy/confidentiality of data;
- Quality of services;
- Ease with which to process services;
- Ability to contact representative/responsiveness of representative once contacted;



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- Ability to resolve issues; and
- Adherence to applicable statutes, acts, and laws governing performance.

After fully vetting new proposals, the County Broker will present his or her findings to the Benefits Committee for review and recommendation. The Benefits Committee shall present its recommendations to the County Board on or about May 1<sup>st</sup> of each year.

### **Provisions:**

Should the Broker determine any relationships should be severed, the Broker will present their recommendation to the Benefits Committee. Upon receipt of permission to sever the relationship, the Broker is the party authorized and responsible for notification to the vendor.