



**Interoffice Memorandum**

August 10, 2020

**TO:** Mayor Jerry L. Demings  
and the Board of County Commissioners

**FROM:**  Carrie Mathes, CFCM, CPPO, C.P.M., Manager, Procurement Division

**CONTACT:** Patrick Peters, Benefits and Wellness Administrator, Human Resources  
Division  
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**SUBJECT:** Approval of Amendment No. 3, Contract Y15-1050-LC, COBRA, Retiree and  
Flexible Spending Accounts Administrative Services

**ACTION REQUESTED:**

Approval of Amendment No. 3, Contract Y15-1050-LC, COBRA, Retiree and Flexible Spending  
Accounts Administrative Services, with Chard, Snyder & Associates, Inc., in the amount of  
\$125,000 for a one-year extension.

**PROCUREMENT:**

This amendment will allow the Human Resources Division to continue to provide administrative  
services in compliance with Federal and State regulations and guidelines. Amendment No. 3 will  
fund the period ending December 31, 2021. This contract amount remains unchanged from the  
period ending December 31, 2020.

**FUNDING:**

Funds are available in account number 5510-025-0328-3350.

**APPROVALS:**

The Human Resources Division concurs with this recommendation.

**REMARKS:**

The Board selected Chard, Snyder & Associates, Inc. on August 25, 2015, to provide third party  
administrative services for the Board and all participating agencies for an initial three-year term  
with two additional one-year renewal terms.

The requested amendment extends the contract by a one-year term in order to meet open  
enrollment dates in November and allow sufficient time to complete a competitive procurement  
process and for implementation and transition to a new contract. The procurement process  
experienced delays as a result of COVID-19 as well as extensive coordination with the County  
Attorney's Office to review proposer's declarations of confidentiality and trade secret.

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There are no increases in the 2021 administrative fees from the original quote per participant rates.

Previous contract amendments are as follows:

- Amendment No. 1: increased the base period ending December 31, 2018, in the amount of \$30,000 and funded the period ending December 31, 2019, in the amount of \$125,000. There were no increases in the administrative fees, the increase was based on the remaining three months of 2018 and an anticipated increase in employee participation in Flexible Spending Accounts and increase in retiree enrollments.
- Amendment No. 2: renewed the contract for the period of January 1, 2020 through December 31, 2020.