



Interoffice Memorandum

December 9, 2020

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager,
Procurement Division

CONTACT: Ricardo Daye, Director, Human Resources Division
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SUBJECT: Selection of Consultant, Request for Proposals Y20-1053-AH,
COBRA, Retiree, Direct Bill and FSA Administrative Services

RECOMMENDATION:

Selection of one firm and an alternate to provide COBRA, Retiree, Direct Bill and FSA Administrative Services, Request for Proposals Y20-1053-AH, from the following firms, listed alphabetically:

Chard Snyder & Associates, LLC
Total Administrative Services Corporation

Request authorization for the Procurement Division to negotiate and execute a contract for a three-year term provided it does not exceed the budget of \$270,000. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms.

The proposals were evaluated by the Procurement Committee on November 4, 2020. Commissioner Maribel Gomez Cordero was assigned to the Procurement Committee.

PURPOSE:

This contract provides benefit administrative services including flexible spending account administration, (COBRA) administration and compliance, retiree billing and administration, post tax billing administration for overage dependents (26-30 years old), and Affordable Care Act full-time equivalent employees eligible for medical coverage.

FUNDING:

Funding is available in account numbers 0001-025-0277-3197 and 5540-025-0279-3197.

DISCUSSION

Ten proposals were received in response to this Request for Proposals (RFP). The proposals received from Clarity Benefit Solutions, Discovery Benefits, LLC, HSA Bank, and Surety Life & Health Insurance Company were deemed non-responsive for failing to

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DISCUSSION:

submit required forms. The proposals received from HealthEquity, Inc., Interflex Payments LLC dba Ameriflex, Navia Benefit Solutions, Inc., and P&A Administrative Services, Inc. scored too low for low Board consideration.

Consensus score of the Procurement Committee are attached.

Procurement Committee Meeting - November 4, 2020
RFP Y20-1053-AH, COBRA, Retiree, Direct Bill and FSA Administrative Services

CRITERIA	Qualifications of Firm	Technical Response	Administrative Support	Plan Costs and Guarantees	Total Weighted Points
Weighted Value	15	25	25	35	100
Total Administrative Services Corporation	45.00	40.00	75.00	175.00	345.00
Chard Snyder & Associates, LLC	57.00	85.00	75.00	105.00	322.00