



Interoffice Memorandum

April 19, 2021

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

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

CONTACT: Claudia Yabrudy, Manager, Fiscal and Operational Support Division, Health Services Department
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SUBJECT: Approval of Amendment No. 3, Contract Y19-1032, Consulting Services for Self-Funded Medical Plans, Group Insurance Plans, and Other Employee Benefits

ACTION REQUESTED:

Approval of Amendment No. 3, Contract Y19-1032, Consulting Services for Self-Funded Medical Plans, Group Insurance Plans, and Other Employee Benefits, with Digital Insurance LLC in the amount of \$26,000, for a revised total contract amount of \$418,000.

PROCUREMENT:

This amendment adds funding for use by Orange County Inmate Health Care Services for validation of third-party administrator claims processing to ensure the accuracy of provider contract discounts and provider payments. The amendment also extends use for Orange County Inmate Health Care Services through December 31, 2021.

APPROVALS:

The Health Services Department concurs with this request.

REMARKS:

The Board authorized award of Contract Y19-1032 on July 2, 2019, to RobinsonBush, Inc. in the amount of \$342,000 for a three-year term with two additional 1-year renewals. A novation agreement was executed between RobinsonBush, Inc. and Digital Insurance LLC on January 1, 2020.

Inmate Health Care Services was included in the Scope of Service of the Request for Proposals, however, it was not itemized separately on the Fee Schedule Form. This is the reason why it was added afterwards. Additionally, the project was expected to be completed within eight months but experienced a delay due to the Covid-19 pandemic.

Approval of Amendment No. 3, Contract Y19-1032, Consulting Services for Self-Funded Medical Plans, Group Insurance Plans, and Other Employee Benefits

Previous amendments for Contract Y19-1032 are as follows:

- Amendment No. 1: Increased the contract by \$40,000, from \$342,000 to \$382,000 to allow use of Orange County Inmate Health Care Services for a period of ten months. This increase did not require Board approval as it fell under Procurement's approval authority.
- Amendment No. 2: Increased the contract by \$10,000, from \$382,000 to \$392,000. This amendment also extended the period of use for Orange County Inmate Health Care Services by a period of two months.