



Interoffice Memorandum

July 15, 2022

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

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

CONTACT: Patrick Peters, Benefits and Wellness Administrator, Human Resources
Department
(407) 836-5817

SUBJECT: Selection of Consultant, Request for Proposals Y22-178-MM, COBRA,
Retiree, Direct Bill and FSA Administrative Services

RECOMMENDATION:

Selection of Chard Snyder & Associates, LLC, to provide COBRA, Retiree, Direct Bill and FSA Administrative Services, Request for Proposals Y22-178-MM.

Request authority for the Procurement Division to negotiate and execute a contract in the estimated amount of \$282,960 for a three-year term. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms.

Proposals were evaluated by the Procurement Committee on June 29, 2022. Commissioner Emily Bonilla was assigned to the Procurement Committee.

PURPOSE:

To provide Third Party Administrative services for Flexible Spending Account (FSA) Administration, COBRA Administration, Overage Dependent (27-30) Administration, Post-Tax Medical Only Full-Time Equivalent Eligible and Retiree Billing Services (Benefit Administrative Services).

APPROVALS:

The Human Resources Division concurs with this recommendation.

DISCUSSION:

Three proposals were received in response to this Request for Proposals. The proposals from P&A Administrative Services and Voya Benefits Company scored too low for Board consideration.

Chard Snyder & Associates, LLC will provide third party administrative services for Orange County Board of County Commissioners and all participating agencies including Comptroller's Office, Central Florida Research Park, Supervisor of Elections, MetroPlan Orlando, Clerk of Court, Property Appraiser's Office, South Orange Blossom Trail Development Board, Housing Finance Authority, and the International Drive Transit & Improvement District.

Board approval will allow Human Resources to continue to provide these administrative services in compliance with Federal and State regulations and guidelines.

The requested amount represents a decrease in the unit cost of services offered to employees and retirees, the main driver of which is the decrease in the administrative fee for FSA services. Direct billing and Retiree billing unit cost are unchanged, but the total administrative fee increases as employees retiring employees retain county benefits into retirement.

Scores of the Procurement Committee are attached.

Procurement Committee Meeting - June 29, 2022
Y22-178-MM, COBRA, Retiree, Direct Bill and FSA Administrative Services

CRITERIA	Qual of Firm	Technical Approach	Administration Support	Plan Costs & Guarantees	Total Weighted Points
Weighted Value	15	35	25	25	100
Chard Snyder & Associates, LLC	75.00	175.00	68.75	125.00	443.75



BUSINESS DEVELOPMENT DIVISION

January 20, 2022

TO: Megan Miller, Contracting Agent
Procurement Division

From: Sheena Ferguson, Manager *S. F.*
Business Development Division

Subject: Y22-178-MM, COBRA, Retiree, Direct Bill and FSA
Administrative Services

Business Development Division has reviewed the preliminary scopes of services for the COBRA, Retiree, Direct Bill and FSA Administrative Services Request for Proposal.

After reviewing this information, Business Development has determined there is no M/WBE availability for the proposed scopes of services.

If the scope of services for this project changes, let us know so we can check for M/WBE availability.