



## Interoffice Memorandum

November 8, 2018

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

FROM: Carrie Mathes, Manager, Procurement Division

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

SUBJECT: Approval of Amendment No. 1, Contract Y15-1050-LC, COBRA, Retiree  
and Flexible Spending Accounts Administrative Services

### ACTION REQUESTED:

Approval of Amendment No. 1, Contract Y15-1050-LC, COBRA, Retiree and Flexible Spending Accounts Administrative Services, with Chard, Snyder & Associates, Inc., in the amount of \$155,000.

### 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. 1 will increase the base period ending December 31, 2018, by \$30,000 and fund the period ending December 31, 2019, in the amount of \$125,000.

### FUNDING:

Funds are available in account 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 3-year term with two additional 1-year renewal terms.

The requested amount represents an increase in the cost of services as the number of participants increase. The main drivers of the increase can be traced to more employees retiring from the County and retaining benefits, as well as more employees taking advantage of the Flexible Spending Accounts.

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Y15-1050-LC COBRA, Retiree and Flexible Spending Accounts  
Administrative Services

There are no increases in the 2019 administrative fees from the original quote per participant rates. The requested increase for 2019 is based on the remaining three months of 2018, the anticipated increases in employee participation in Flexible Spending Accounts, and the increase in retiree enrollments.