

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**.

**\*All fields must be completed.\***

*Incomplete request forms will be returned to sender which may cause a delay in processing.*

**Date of Request: July 20, 2017**

Please mark one:  Bill Request or  Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes  No

If yes, please explain:

2. **Title:** Request for approval of second amendment to contract, pursuant to Charter § 3.2.6(E), with Retirement Planning Services, Inc., dba "24HourFlex" for employee flexible spending accounts, and COBRA administration.

3. **Requesting Agency:** Office of Human Resources

4. **Contact Person:** (with actual knowledge of proposed ordinance)

- **Name:** Jennifer Cahoon
- **Phone:** 720-913-5521
- **Email:** Jennifer.cahoon@denvergov.org

5. **Contact Person:** (with actual knowledge of proposed ordinance who will present the item at Mayor-Council and who will be available for first and second reading, if necessary)

- **Name:** Jennifer Cahoon
- **Phone:** 720-913-5521
- **Email:** Jennifer.cahoon@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**

Second amendment to the agreement for Retirement Planning Services, Inc., dba "24HourFlex" to provide administration of flexible spending accounts, and COBRA in 2017 to employees eligible pursuant to section 18-171 of the DRMC, and classified members of the police departments, extends term until 12/31/2018 and adds an additional \$237,600.00 to the total contract amount bringing the total to \$727,600.00. Contract ID#CSAHR-201314222-02

**Please include the following:**

- a. **Duration:**01-01-2014 – 12/31/2018
- b. **Location:**
- c. **Affected Council District:** All
- d. **Benefits:**
- e. **Costs:**

7. **Is there any controversy surrounding this ordinance?** (groups or individuals who may have concerns about it?) **Please explain.**

None known