

**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**. Contact the Mayor’s Legislative team with questions

Date of Request: 4/5/18\_\_\_\_\_

Please mark one:  Bill Request or  Resolution Request

**1. Type of Request:**

- Contract/Grant Agreement     Intergovernmental Agreement (IGA)     Rezoning/Text Amendment
- Dedication/Vacation             Appropriation/Supplemental             DRMC Change
- Other:

**2. Title:** (Start with *approves, amends, dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Amends contract with vendor Retirement Services, Inc. dba "24HourFlex." Contract Amendment 3 to increase maximum dollar amount by \$285,120. for 2018, to provide flexible Spending Account and COBRA administration to eligible employees.

**3. Requesting Agency:** OHR Benefits

**4. Contact Person:**

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Chris O’Brien	Name: Rob McDermott
Email: christopher.obrien@denvergov.org	Email: Robert.mcdermott@denvergov.org

**5. General description or background of proposed request. Attach executive summary if more space needed:**

Amends contract with vendor Retirement Services, Inc. dba "24HourFlex." Contract Amendment 3 to increase maximum dollar amount by \$285,120. for 2018, to provide flexible Spending Account and COBRA administration to eligible employees.

**6. City Attorney assigned to this request (if applicable): Robert McDermott**

**7. City Council District: N/A**

**8. \*\*For all contracts, fill out and submit accompanying Key Contract Terms worksheet\*\***

*To be completed by Mayor’s Legislative Team:*

Resolution/Bill Number: RR18 0364

Date Entered: \_\_\_\_\_

### Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Expenditure – Professional Services

Vendor/Contractor Name: 24 HOUR FLEX

Contract control number: 201314222

Location:

Is this a new contract?  Yes  No Is this an Amendment?  Yes  No If yes, how many? 3

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): 1/1/18 -12/31/18

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$727,600	\$285,120	\$1,012,720

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
12/31/2017	1 year (2018)	12/31/2018

Scope of work: Administration of the Medical and/or Dependent Care Flexible Spending Account Plan, Qualified Parking Plan and COBRA Health Plan offered to Denver employees and COBRA qualified former employees and their dependents.

Was this contractor selected by competitive process? Yes  No  If not, why not?

Has this contractor provided these services to the City before?  Yes  No

Source of funds: General Fund

Is this contract subject to:  W/MBE  DBE  SBE  XO101  ACDBE  N/A

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: RR18 0364

Date Entered: \_\_\_\_\_

**WBE/MBE/DBE commitments (construction, design, Airport concession contracts): N/A**

**Who are the subcontractors to this contract? N/A**

---

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: **RR18 0364**

Date Entered: \_\_\_\_\_