

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: 1/10/22

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/ext 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 a service contract with RETIREMENT PLANNING SERVICES, INC. Adding an additional \$250,000 to the original contract for a new contract total of \$700,000. Also extending contract term date out an additional 2 years to a new term end date of 12/31/23. This is the first amendment to the original contract.

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: Chris O'Brien
Email: christopher.obrien@denvergov.org	Email: christopher.obrien@denvergov.org

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

First amendment to contract with RETIREMENT PLANNING SERVICES, INC. We are adding 2 more years (2022 & 2023) to the original contract and also adding another \$250,000 to the max contract amount for these 2 years. This amendment will extend the contract from 1/1/19 through 12/31/23, and will increase the max contract amount to a new total of \$700,000 over the full five years (2019 – 2023).

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

7. **City Council District:** Citywide

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR22 0084

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: RETIREMENT PLANNING SERVICES, INC.

Contract control number: CSAHR-202053728-01

Location: N/A

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? 01

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): 1/1/2019 – 12/31/2023

Contract Amount (indicate existing amount, amended amount and new contract total): \$700,000.00

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$450,000.00	\$250,000.00	\$700,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/1/19 – 12/31/21	2 years	12/31/2023

Scope of work:

RETIREMENT PLANNING SERVICES, INC. provides administration of the Denver employee flexible spending account (FSA) benefit plans for all qualified Denver employees. RETIREMENT PLANNING SERVICES, INC. also administers federally-required COBRA (continuation of benefits) offer/enrollment processing for all Denver employees/dependents qualified for COBRA benefit plans.

Was this contractor selected by competitive process? Yes 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

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

Who are the subcontractors to this contract? N/A

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