



## Legislation Details (With Text)

**File #:** 17-0838      **Version:** 1

**Type:** Resolution      **Status:** Adopted

**File created:** 7/24/2017      **In control:** Finance & Governance Committee

**On agenda:** 8/21/2017      **Final action:** 8/21/2017

**Title:** A resolution approving a proposed Second Amendatory Agreement between the City and County of Denver and Retirement Planning Services, Inc. for flexible spending account and COBRA administration.  
Adds \$237,600 and one year with a new total of \$727,600 and end date of 12-31-18 to the contract with Retirement Planning Services, Inc. or 24HourFlex for employee flexible spending accounts and Consolidated Omnibus Budget Reconciliation Act administration to City employees (CSAHR-201314222-02). The last regularly scheduled Council meeting within the 30-day review period is on 9-11-17. The Committee approved filing this resolution by consent on 8-1-17.

**Sponsors:**

**Indexes:** Shelley Smith

**Code sections:**

**Attachments:** 1. RR17 0838 OHR 24Hour Flex Request, 2. RR17 0838 OHR CCD FSA Contract, 3. 17-0838\_Filed Resolution\_RetirementPlanningServicesInc.\_201314222-02\_080917\_RAM.pdf, 4. CR17-0838\_SecondAmendatoryAgreement\_RetirementPlanningServices, Inc\_201314222-02\_081617RAM.pdf, 5. 17-0838 Filed Resolution\_RetirementPlanningServicesInc.\_201314222-02\_080917\_RAM.docx.pdf, 6. 17-0838 - signed.pdf

Date	Ver.	Action By	Action	Result
8/22/2017	1	Council President	signed	
8/21/2017	1	City Council	adopted	Pass
8/1/2017	1	Finance & Governance Committee	approved by consent	

### Contract Request Template (Contracts; IGAs; Leases)

**Date Submitted:** 07-25-17

**Requesting Agency:** Office of Human Resources  
**Division:**

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

**Item Title & Description:**

*(Do not delete the following instructions)  
These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

**A resolution approving a proposed Second Amendatory Agreement between the City and County of Denver and Retirement Planning Services, Inc. for flexible spending account and COBRA administration.**

Adds \$237,600 and one year with a new total of \$727,600 and end date of 12-31-18 to the contract with Retirement Planning Services, Inc. or 24HourFlex for employee flexible spending accounts and Consolidated Omnibus Budget Reconciliation Act administration to City employees (CSAHR-201314222-02). The last regularly scheduled Council meeting within the 30-day review period is on 9-11-17. The Committee approved filing this resolution by consent on 8-1-17.

**Affected Council District(s) or citywide?** Citywide

**Contract Control Number:** CSAHR-201314222-02

**Vendor/Contractor Name (including any "DBA"):** Retirement Planning Services, Inc

**Type and Scope of services to be performed:** 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

**Location (if applicable):**

**WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts):**

**Are WBE/MBE/DBE goals met (if applicable)?**

**Is the contract new/a renewal/extension or amendment?**

**Was this contractor selected by competitive process or sole source?**

**For New contracts**

**Term of initial contract:**

**Options for Renewal:**

**How many renewals (i.e. up to 2 renewals)?**

**Term of any renewals (i.e. 1 year each):**

**Cost of initial contract term:**

**Cost of any renewals:**

**Total contract value council is approving if all renewals exercised:**

**For Amendments/Renewals Extensions:**

**Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?**

***If length changing***

**What was the length of the term of the original contract?** Three years

**What is the length of the extension/renewal?** One year

**What is the revised total term of the contract?** 01-01-14 - 12-31-18

***If cost changing***

**What was the original value of the entire contract prior to this proposed change?**

\$490,000

**What is the value of the proposed change?** \$237,600

**What is the new/revised total value including change?** \$727,600

***If terms changing***

**Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)**