



Legislation Text

File #: 18-0364, Version: 1

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

**Date Submitted:** 4-10-18

**Requesting Agency:** Human Resources

**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 Third Amendatory Agreement between the City and County of Denver and Retirement Services, Inc. dba 24 Hour Flex to provide flexible spending account and COBRA administration to eligible employees in 2018.**

Adds \$285,120 and one year to a contract with Retirement Services, Inc., doing business as 24 Hour Flex, for a new total of \$1,012,720 through 12-31-18 for employee flexible spending accounts and Consolidated Omnibus Budget Reconciliation Act (COBRA) administration for City employees (CSAHR-201314222-03). The last regularly scheduled Council meeting within the 30-day review period is on 5-21-18. The Committee approved filing this resolution by consent on 4-17-18.

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

**Contract Control Number:** CSAHR-201314222-03

**Vendor/Contractor Name (including any "DBA"):** Retirement Services, Inc, doing business as 24HourFlex

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

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.

**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?**

One year

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

One year

**What is the revised total term of the contract?**

Two years

***If cost changing***

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

\$727,600

**What is the value of the proposed change?**

\$285,120

**What is the new/revised total value including change?**

\$1,012,720

***If terms changing***

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