



## Legislation Details (With Text)

**File #:** 22-0084 **Version:** 1

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

**File created:** 1/10/2022 **In control:** Finance & Governance Committee

**On agenda:** 1/31/2022 **Final action:** 1/31/2022

**Title:** A resolution approving a First Amendment to Agreement between the City and County of Denver and Retirement Planning Services, Inc. by adding money for the administration of the Denver employee flexible spending account (FSA) benefit plans for all qualified Denver employees and the administration of the federally-required COBRA offer/enrollment processing for all Denver employees. Amends a contract with Retirement Planning Services, Inc. by adding \$250,000 for a new total of \$700,000 and two years for a new end date of 12-31-23 for the administration of the Denver employee flexible spending account (FSA) benefit plans for all qualified Denver employees and the administration of the federally-required COBRA (continuation of benefits) offer/enrollment processing for all Denver employees/dependents qualified for COBRA benefit plans (CSAHR-202053728-01). The last regularly scheduled Council meeting within the 30-day review period is on 2-28-22. The Committee approved filing this item at its meeting on 1-18-22.

**Sponsors:**

**Indexes:** Zach Rothmier

**Code sections:**

**Attachments:** 1. RR22 0084 OHR RetirementPlanningServices, 2. 22-0084 Filed Resolution\_RetirementPlanningServices,Inc.\_202053728-01\_RAM\_01192022, 3. 22-0084 Filed First Amendment to Agreement\_RetirementPlanningServicesInc.\_202053728-01\_RAM\_01252022, 4. 22-0084 Filed Resolution\_RetirementPlanningServices,Inc., 5. 22-0084 - signed

Date	Ver.	Action By	Action	Result
1/31/2022	1	Council President	signed	
1/31/2022	1	City Council	adopted	Pass
1/18/2022	1	Finance & Governance Committee	approved by consent	

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

**Date Submitted:** 1-10-22

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

**Subject Matter Expert Name:**

Name:	Chris O'Brien
Email:	christopher.obrien@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 First Amendment to Agreement between the City and County of Denver and Retirement Planning Services, Inc. by adding money for the administration of the Denver employee flexible spending account (FSA) benefit plans for all qualified Denver employees and the administration of the federally-required COBRA offer/enrollment processing for all Denver employees.**

Amends a contract with Retirement Planning Services, Inc. by adding \$250,000 for a new total of \$700,000 and two years for a new end date of 12-31-23 for the administration of the Denver employee flexible spending account (FSA) benefit plans for all qualified Denver employees and the administration of the federally-required COBRA (continuation of benefits) offer/enrollment processing for all Denver employees/dependents qualified for COBRA benefit plans (CSAHR-202053728-01). The last regularly scheduled Council meeting within the 30-day review period is on 2-28-22. The Committee approved filing this item at its meeting on 1-18-22.

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

**Contract Control Number:** CSAHR-202053728-01

**Vendor/Contractor Name (including any "DBA"):**

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

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.

**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?**

Competitive process

**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?**

1/1/19 - 12/31/21

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

2 years

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

1/1/19 - 12/31/23

***If cost changing***

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

\$450,000.00

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

\$250,000.00

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

\$700,000.00

***If terms changing***

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