

Memorandum



Date: October 17, 2017
To: Honorable Chairman Esteban L. Bovo, Jr.
and Members, Board of County Commissioners

Agenda Item No. 14(A)(2)

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over a horizontal line.

Subject: Recommendation for Approval of a Designated Purchase under Contract No. RFP707,
Third Party Administrator for Flexible Spending Account

Recommendation

It is recommended that the Board of County Commissioners (Board) approve this request for a designated purchase under *Contract No. RFP707, Third Party Administrator for Flexible Spending Account*, for the Human Resources Department. Approval of a designated purchase is requested, pursuant to Section 2-8.1(b)(3) of the Miami-Dade County Code, to authorize the extension of the contract by one year and increase expenditure authority by \$86,000. The extension will ensure continuity of services until a replacement contract is awarded.

The contract was approved under delegated authority in 2011 for five plan years with one, two-year option to renew period. The contract provides a Flexible Spending Account Program, which allows eligible County employees to deposit a portion of wages in a bank account to be used for eligible healthcare expenses without deductions for federal income taxes. The program includes a health plan and dependent health plan, which are both employee funded. Currently, there are a total of 1,608 employees participating in the program.

This item is presented for Board approval as a designated purchase because the requested one-year extension period exceeds the County Mayor's delegated authority. Additional time is needed as the replacement solicitation was issued but is currently in the evaluation, which is not anticipated to be completed prior to the County's open enrollment period. Accordingly, it is in the best interest of the County to authorize this designated purchase to ensure this program remains in place for the October 2018 open enrollment period, while allowing sufficient time to complete the competitive procurement process.

Scope

The impact of this item is countywide in nature.

Fiscal Impact/Funding Source

The contract expires on December 31, 2017 and has an existing cumulative allocation of \$525,000 for seven plan years. The additional allocation requested is based on current and anticipated enrollment. If approved, this designated purchase will extend the contract term to December 31, 2018 and increase the cumulative contract value to \$611,000.

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Allocation	Funding Source	Contract Manager
Human Resources	\$525,000	\$86,000	\$611,000	Employee Contributions	Helena Denham-Carter
Total	\$525,000	\$86,000	\$611,000		

Track Record/Monitor

Michelle Loren Rapaport of the Internal Services Department is the Procurement Contracting Manager.

Delegated Authority

The County Mayor or County Mayor's designee will have the authority to exercise all provisions of the contract pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

Awarded Vendor

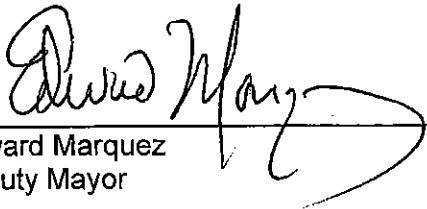
Awardee	Principal Address	Local Address	Principal
WageWorks, Inc.	1100 Park Place Floor 4 San Mateo, CA	None	Joseph L. Jackson

Due Diligence

Pursuant to R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine Contractor responsibility, including verifying corporate status and review of performance or compliance issues. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There are no adverse findings relating to Contractor responsibility.

Applicable Ordinances and Contract Measures

- The two percent User Access Program provision does not apply due to the funding source.
- The Small Business Enterprise Selection Factor does not apply.
- The Local Preference Ordinance was applied.
- The Living Wage Ordinance does not apply.



Edward Marquez
Deputy Mayor



MEMORANDUM

(Revised)

TO: Honorable Chairman Esteban L. Bovo, Jr.
and Members, Board of County Commissioners

DATE: October 17, 2017

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 14(A)(2)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☒ Applicable legislation requires more than a majority vote (i.e., 2/3's ☒, 3/5's ☐, unanimous ☐) to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 14(A)(2)
10-17-17

RESOLUTION NO. _____

RESOLUTION AUTHORIZING A DESIGNATED PURCHASE PURSUANT TO SECTION 2-8.1(B)(3) OF THE COUNTY CODE BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT; AUTHORIZING AWARD OF ONE YEAR OF ADDITIONAL TIME FOR CONTRACT NO. RFP707 FOR THE PURCHASE OF A THIRD PARTY ADMINISTRATOR FOR FLEXIBLE SPENDING ACCOUNTS IN AN AMOUNT NOT TO EXCEED \$86,000.00 FOR THE HUMAN RESOURCES DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. This Board finds it is in the best interest of Miami-Dade County to award one year of additional time for Contract No. RFP707 for the purchase of a third-party administrator for flexible spending accounts in an amount not to exceed \$86,000.00 for the Human Resources Department, pursuant to Section 2-8.1(b)(3) of the County Code, by a two-thirds vote of the Board Members present.

Section 2. This Board authorizes the County Mayor or County Mayor's designee to exercise all provisions of the contract pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38. Copies of the contract documents are on file with and available upon request from the Internal Services Department, Procurement Management Services Division.

The foregoing resolution was offered by Commissioner ,
Who moved its adoption. The motion was seconded by Commissioner
and upon being put to a vote, the vote was as follows:

Esteban L. Bovo, Jr., Chairman	
Audrey M. Edmonson, Vice Chairwoman	
Bruno A. Barreiro	Daniella Levine Cava
Jose "Pepe" Diaz	Sally A. Heyman
Barbara J. Jordan	Joe A. Martinez
Jean Monestime	Dennis C. Moss
Rebeca Sosa	Sen. Javier D. Souto
Xavier L. Suarez	

The Chairperson thereupon declared the resolution duly passed and adopted this 17th day of October, 2017. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Hugo Benitez

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