

STATEMENT OF BUDGET IMPACT
(Policy Number 94-45)
Budgetary Review of Proposed Resolution &
Ordinances with Financial Implication.

Date: November 22, 2016

File: BIS 17 – 052

File: TMP-2016-598

Proposed Legislation:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE ISSUANCE OF THE ATTACHED BLANKET PURCHASE ORDER BETWEEN TOTAL ADMINISTRATIVE SERVICES CORPORATION (TASC) AND THE CITY OF HOLLYWOOD INCREASING THE ESTIMATED ANNUAL EXPENDITURE FOR FLEXIBLE SPENDING ACCOUNT ADMINISTRATION FROM \$45,000.00 TO AN ESTIMATED ANNUAL AMOUNT OF \$62,000.00 FOR THE CONTRACT TERM ENDING DECEMBER 31, 2016.

Statement of Budget Impact:

1. ☐ No Budget Impact associated with this action;
2. ☒ Sufficient budgetary resources identified/available;
3. ☐ Budgetary resources not identified/unavailable;
4. ☐ Potential Revenue is possible with this action;
5. ☒ Will not increase the cost of Housing;
6. ☐ May increase the cost of Housing; (CDAB review required)

Explanation:

This Resolution seeks authorization to amend and increase the blanket purchase order between the Total Administrative Services Corporation (TASC) and the City of Hollywood by an additional \$17,000.00 for administrative services provided by TASC in administering the City's Flexible Spending Account Program. Previously, on November 16, 2012, the City Manager approved by memorandum the negotiation and execution of an agreement between TASC and the City pursuant to RFP-4345-12-IS for administrative services to be provided in support of the City's Flexible Spending Account Program, "FSA Program", for a term of three (3) years with an option to renew for two (2) one (1) year renewals. Subsequently, on October 15, 2015, the City Manager approved by memorandum the authorization of a blanket purchase order renewing the agreement with TASC for the first of the one (1) year renewal periods with

an annual expenditure of \$45,000.00. The original agreement provided for the administration of the FSA Program for full time employees only. This program has been amended to also provide the FSA Program to part time employees causing the administration fees to increase by \$17,000.00. The current blanket purchase order is due to expire on December 31, 2016 and authorization is requested to increase the authorized amount of the blanket purchase order to \$62,000.00 to cover the full year's cost.

The City's Purchasing Ordinance, pursuant to §38.42(E)(1), requires that when any goods, supplies, materials or contractual services are to be purchased and the estimated annual amount to be paid by the City shall be more than \$50,000.00, the recommendation to award the contract shall approved by the Commission

Funding for the additional FSA program administration fees to be paid to TASC in the amount of \$17,000.00 as well as administration fees paid to TASC under the original blanket purchase order is available in account #58.1241.00000.590.009199.

PREPARED AND APPROVED BY:

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