



City of Hollywood

Hollywood City Hall
2600 Hollywood Blvd
Hollywood, FL 33020
<http://www.hollywoodfl.org>

Legislation Text

File #: R-2016-344, **Version:** 1

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 Remainder Of The Contract Term Ending December 31, 2016.

Staff Recommends: Approval of the Attached Resolution.

Explanation:

The Department of Human Resources requested that Procurement Services issue a Request for Proposals (RFP) to establish an agreement for Flexible Spending Account Administration for City employees.

On November 16, 2012, the City Manager approved recommendation memo PR-13-028 revised, which authorized the negotiation and execution of an agreement with Total Administrative Services Corporation (TASC), based on RFP-4345-12-IS, for Flexible Spending Account Administration for a three (3) year period, with the option to renew for two (2) one (1) year renewals.

On October 15, 2015, the City Manager approved recommendation memo PR-16-001, which authorized the issuance of Blanket Purchase Order B002777 renewing the agreement for the first one (1) year renewal period ending December 31, 2016, for an estimated annual expenditure of \$45,000.00.

The original employee count estimate for these services was based on full-time employees only, and because part-time employees now also receive these benefits, the estimated employee count is 1600, which increases the annual expenditure by \$17,000.00.

The Director of Human Resources and the Contract Compliance Officer recommend the approval to issue the attached Blanket Purchase Order B002777, increasing the estimated annual expenditure amount with Total Administrative Services Corporation (TASC) for Flexible Spending Account Administration from \$45,000.00 to \$62,000.00 for the current term ending December 31, 2016.

Pursuant to Section 38.42(E) (1) of the Purchasing Ordinance of the City of Hollywood, when any goods, supplies, materials or contractual services shall be purchased and the estimated annual amount to be paid therefore by the City shall be more than \$50,000.00, the Director shall have the authority to recommend the award of a contract to the Manager for Commission action.

Funding will be provided for in the Human Resources Health Claims Reserves Account Number 58.1241.00000.590.009199 for fiscal year 2017.

Recommended for inclusion on the agenda by:

Dr. Wazir Ishmael, City Manager

George R. Keller, Jr., Assistant City Manager, Finance & Administration

Tammie Hechler, Director, Human Resources

Paul Bassar, Director & Contract Compliance, Procurement