



CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor


EC-20-37

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM

February 10, 2020

TO: Pat Davis, President, City Council

FROM: Timothy M. Keller 

SUBJECT: Mayor's Recommendation of Award (ROA) for RFP No. RFP0004IC "Flexible Spending Accounts Administration"

The City of Albuquerque's Human Resources Department, Insurance and Benefits Division in conjunction with the Department of Finance, Purchasing Division, issued the RFP for Flexible Spending Accounts Administration.

The RFP was posted on the Purchasing E-Procurement, Bonfire website on December 5, 2019 and advertised in the Albuquerque Journal on December 9, 2019.


The City received five (5) responses to this solicitation. The ad hoc evaluation committee evaluated and scored the proposals received in accordance with the evaluation criteria published in the RFP. After thoroughly reviewing and scoring the proposal, P & A Administrative Services, Inc., earned the highest score of 867 points. The ad hoc committee found P & A Administrative Services, Inc to be both responsive and qualified and recommends an award to P & A Administrative Services, Inc.

I concur with this recommendation.

The City of Albuquerque's Human Resources Department, Insurance and Benefits Division will manage this contract.


Mayor's Recommendation of Award (ROA) for RFP No. RFP0004IC "Flexible Spending Accounts Administration"

Approved:




Sarita Nair Date
Chief Administrative Officer 2/25/20

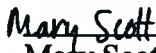
Approved as to Legal Form:

DocuSigned by:


Esteban A. Aguilar, Jr. Date
City Attorney 2/19/2020

DS


Recommended:

DocuSigned by:


Mary Scott Date
Director of Human Resources 2/10/2020

Cover Analysis

1. What is it?

Approval of Recommendation of Award for “Flexible Spending Accounts Administration”

2. What will this piece of legislation do?

Approve the negotiation and execution of the contract with the recommended Flexible Spending Accounts Administration vendor.

3. Why is this project needed?

This Project is needed to provide Flexible Spending Accounts Administration to the employees and dependents of the City of Albuquerque and Participating Entities.

4. How much will it cost and what is the funding source?

Under the new contract the Flexible Spending Accounts Administration, the current appropriation will cover the expected expense. With current enrollment, the total expense for FY 2021 is anticipated to be \$36 Thousand which represents a reduction of 32% compared to the current contract. With this new award, there will be a four (4) year rate guarantee.

The funding source is an internal service fund for insurance benefits.

5. Is there a revenue source associated with this Plan? If so, what level of income is projected?

No. There is not a revenue source.

FISCAL IMPACT ANALYSIS

TITLE: Flexible Spending Accounts Administration

R: O:
FUND: 735 Employee Insurance

DEPT: Human Resources

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	2021	Fiscal Years 2022	2023	Total
Base Salary/Wages				-
Fringe Benefits at				-
Subtotal Personnel	-	-	-	-
Operating Expenses	(19,000)	-	-	(19,000)
Property				-
Indirect Costs				-
Total Expenses	\$ (19,000)	\$ -	\$ -	\$ (19,000)
<input type="checkbox"/> Estimated revenues not affected				
<input type="checkbox"/> Estimated revenue impact				
Revenue from program				0
Amount of Grant				
City Cash Match				
City Inkind Match				
City IDOH				
Total Revenue	\$ -	\$ -	\$ -	\$ -

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

Number of Positions created

COMMENTS: With current enrollment, the total expense should be \$36,000 for FY21. This expense amount depends on enrollment in the program.

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

PREPARED BY:

Jamal Dill
FISCAL ANALYST

APPROVED:

DocuSigned by:
Mary Scott 2/10/2020
DIRECTOR (date)
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REVIEWED BY:

DocuSigned by:
Jayne Aranda
EXECUTIVE BUDGET ANALYST
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DocuSigned by:
Lawrence Davis 2/13/2020
BUDGET OFFICER (date)
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DocuSigned by:
Christine Bruner
CITY ECONOMIST
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City of Albuquerque

Department of Finance and Administrative Services

Timothy M. Keller, Mayor

Interoffice Memorandum

Date January 16, 2020

TO: Sarita Nair, Chief Administrative Officer DS

FROM: Mary Scott, Director of Human Resources MS

SUBJECT: **Recommendation of Award: RFP No. RFP0004IC, "Flexible Spending Accounts Administration"**

The City of Albuquerque Human Resources Department, Insurance and Benefits Division in conjunction with the Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation. The solicitation was posted on the purchasing website and advertised in the Albuquerque Journal. Five responses were received for evaluation.

The ad hoc evaluation committee evaluated and scored the responses in accordance with the evaluation criteria published in the RFP and recommends award of contract to P&A Administrative Services, Inc. I concur with this recommendation. Listed below are the composite scores for the top three responses received:

P & A Administrative Services	867
Application Software Inc. (ASIFlex)	769
Total Administrative Services	718

The City of Albuquerque's Insurance and Benefits Division will manage this contract.

Approved:

DocuSigned by:

Sarita Nair

1/20/2020

~~Sarita Nair~~ (Date)
Chief Administrative Officer

Attachment: Score Sheet

Original: Purchasing RFP0004IC



RFP0004IC - Flexible Spending Accounts Administration Scoring Summary

	Total	A-1 - Technical Proposal	B-1 - Experience and qualifications of the Offeror and personnel as shown on staff resumes and the Questionnaire.	B-2 - The Offeror's demonstrated capabilities, general approach and plans to meet the requirements of the RFP	B-3 - The Offeror's experience with disbursement systems, employee reimbursements, debit card payments, online/smart phone access	C - Cost Proposal Appendix C
Supplier	1000	Pass/Fail	/ 300 pts	/ 400 pts	/ 100 pts	/ 200 pts
P&A Administrative Services, Inc.	867	Pass	258.33	328.33	80	200
Application Software, Inc., DBA ASIFlex	769	Pass	241.67	308.33	80	139
Total Administrative Services Corporation	718	Pass	158.33	288.33	85	186
Aebly and Associates	438	Pass	130	100	58.33	150
BASIC Benefits	0	Fail	0	0	0	0