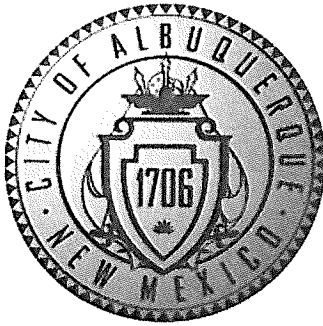


EC-20-75



Mayor Timothy M. Keller

# CITY OF ALBUQUERQUE


Albuquerque, New Mexico

Office of the Mayor

## INTER-OFFICE MEMORANDUM

April 28, 2020

**TO:** Pat Davis, President, City Council

**FROM:** Timothy M. Keller 

**SUBJECT:** Mayor's Recommendation of Award (ROA) for RFP No. RFP0005IC "COBRA Administration Services"

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 COBRA Administration Services.

The RFP was posted on the Purchasing E-Procurement, Bonfire website on January 10, 2020 and advertised in the Albuquerque Journal on January 12, 2020.

The City received four (4) 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 943 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. RFP0005IC "COBRA Administration Services"

Approved:

*SM* 5/11/20  
Sarita Nair Date  
Chief Administrative Officer

Approved as to Legal Form:

DocuSigned by: 5/11/2020  
Esteban A. Aguilar, Jr. 5/11/2020  
Esteban A. Aguilar, Jr. Date  
City Attorney

DS  
AL KS  
DS

Recommended:

DocuSigned by: 5/5/2020  
Mary Scott  
Mary Scott Date  
Director of Human Resources

## **Cover Analysis**

### **1. What is it?**

Approval of Recommendation of Award for “COBRA Administration Services”.

### **2. What will this piece of legislation do?**

Approve the Recommendation of Award for the recommended COBRA Administration vendor.

### **3. Why is this project needed?**

The project is needed to provide Federally required COBRA Administration for the employees and dependents of the City of Albuquerque and Participating Entities.

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

The Human Resources Department will contract with a Third Party Administrator to provide the COBRA Administration. In FY21, it is estimated that the contract will be \$3,904 above the current appropriation. The fund will bring in revenues to cover the projected expense.

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

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

The Self-Funded Health Fund will maintain revenues by charging the participating employees and their dependents a sufficient amount to cover part of the projected costs.

FISCAL IMPACT ANALYSIS

TITLE: COBRA  
Administration

R: O:  
FUND: 710  
DEPT: 4773000

- ☐
- 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:

	Fiscal Years			
	2020	2021	2022	Total
Base Salary/Wages				-
Fringe Benefits at	-	-	-	-
Subtotal Personnel	-	-	-	-
Operating Expenses		3,904		3,904
Property		-	-	-
Indirect Costs	-	-	-	-
Total Expenses	\$ -	\$ 3,904	\$ -	\$ 3,904
<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: The Human Resources Department will contract with a Third Party Administrator to provide the COBRA Administration. In FY21, it is estimated that the contract will be \$3,904 above the current appropriation. The fund will bring in revenues to cover the projected expense.

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

PREPARED BY:

APPROVED:

DocuSigned by:  
Tanya E. Gallegos  
FISCAL ANALYST

DocuSigned by:  
Mary Scott  
5/5/2020  
DIRECTOR (date)

REVIEWED BY:

DocuSigned by:  
Jayne Aranda  
EXECUTIVE BUDGET ANALYST

DocuSigned by:  
Lawrence L. Davis  
5/8/2020  
BUDGET OFFICER (date)

DocuSigned by:  
Christine Boerner  
CITY ECONOMIST



# City of Albuquerque

## Department of Finance and Administrative Services

Timothy M. Keller, Mayor

### Interoffice Memorandum

March 3, 2020

**TO:** Sarita Nair, Chief Administrative Officer

**FROM:** Mary L. Scott, Director of Human Resources

**SUBJECT:** **Recommendation of Award: RFP No. RFP00051C, "COBRA Administration Services"**

DS  
MLS

The City of Albuquerque Human Resources Department 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. Four 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 four responses received:

P&A Administrative Services, Inc.	943
BASIC Benefits	822
Total Administrative Services Corporation	790
ConnectYourCare	705

The City of Albuquerque's Human Resources Department will manage this contract.

Approved:

DocuSigned by:

Sarita Nair

3/5/2020

Sarita Nair (Date)  
Chief Administrative Officer

Attachment: Scoring Summary



## RFP0005IC - COBRA Administration Services

### Scoring Summary

#### Active Submissions

	Total	B - Evaluation Criteria Scoring	B-1 - Experience and qualifications of the Offeror and personnel as shown on staff resumes to perform tasks described in Part 3, Scope of Services and in Appendix C the Questionnaire.	B-2 - The Offeror's demonstrated capabilities, general approach and plan to meet the requirements of the RFP	C - Cost Proposal Appendix A	C-1 - Appendix A
Supplier	/ 1,000.00 pts	/ 800 pts	/ 400 pts	/ 400 pts	/ 200 pts	/ 200 pts
P&A Administrative Services, Inc.	943	787	397	390	156	156
BASIC Benefits	822	647	323	323	175	175
Total Administrative Services Corporation	790	590	280	310	200	200
ConnectYourCare	705	530	247	283	175	175