

PUBLIC NOTICE
AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, September 7, 2017, 10:00 a.m.
Eighth Floor, Conference Room 851
Jacksonville, FL 32202

Committee Members: Gregory Pease, Chairman
Patrick Greive, Member, Treasury
Jeff Close, Member, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTR EXP	OUTCOME
Mary DiPerna Robert Parr	P-40-17	Fee & Contract Negotiations Group Flexible Spending Account Administration and Services Employee Services Department	That the City of Jacksonville enter into a contract with Discovery Benefits, for the Group Flexible Spending Account Administration and Services to (i) incorporate the attached Scope of Services identified as Exhibit 'A'; (ii) incorporate the attached Contract Fee Summary identified as Exhibit 'B'; (iii) provide a not-to-exceed maximum indebtedness of \$105,000.00; and (iv) provide a period of service from January 1, 2018 through December 31, 2018 with four(4) one-year renewal options with a date of January 1 st through December 31 st of each year. All other terms and conditions are as provided in the RFP and the city's standard contract language. Nothing contained herein shall be amended, modified, or otherwise revised without prior approval from the PSEC and the Mayor.		
Tom Fallin Steven Long	P-29-15	Contract Amendment No. 2 Construction, Engineering & Inspection on Various City Projects Department of Public Works	That Contract No. 9894-138 between the City of Jacksonville and VIA Consulting Services, Inc., is amended to: (i) exercise the first of two 2-year renewal options extending the period of service from November 17, 2017 through November 16, 2019 with one option remaining; and (ii) increase the maximum indebtedness by \$4,000,000.00 to a new not-to-exceed total maximum of \$8,000,000.00. All other terms and conditions, as previously amended, shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinances, Procurement policies and procedures and applicable federal and state laws.	11/16/17	

MEETING ADJOURNED:

CC: Council Auditor
Subcommittee Members



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
City Hall, 117 West Duval St., Suite 150
Jacksonville, Florida 32202

MEMORANDUM

To: Greg Pease, Chairperson
Professional Services Evaluation Committee

From: Bob Parr, Chief, Compensation and Benefits
Mary DiPerna, Manager, Compensation and Benefits

Re: P – 40-17 – Flexible Spending Administration

Date: August 31, 2017

As a result of fee and contract negotiations with Discovery Benefits, we recommend that the City enter into a contract with Discover for flexible spending administration. The contract shall begin on January 1, 2018 for an initial one-year period and will include renewal options for four additional one-year periods ending on December 31st of each year.

All other terms and conditions are according to the Scope of Services outlined in the Request for Proposal. Rates are guaranteed for five years. The maximum indebtedness shall not exceed \$105,000 for the CY 2018.

Section 4
Description of Services and Deliverables

- A. In accordance with Chapter 126, Part 3, of the Jacksonville Municipal Code, the City of Jacksonville, Florida is soliciting competitive proposals with this Request for Proposals (RFP), to provide Group Flexible Spending Account Benefits for all full time employees and eligible dependents of the City of Jacksonville. The City includes all City departments, City Council, Tax Collector, Property Appraiser, Clerk of the Courts, Elections Office, Jacksonville Sheriffs' Office, Jacksonville Fire/Rescue, Jacksonville Housing Authority, Northeast Florida Planning Council, and First Coast Worksource, collectively called the "City".
- B. The effective date of this plan is to be January 1, 2018.
- C. The plan year is January 1 – December 31
- D. Offer one (1) company to provide the requested Group Flexible Spending Accounts to the active employees working 30 hours or more per week and their eligible dependent
- E. The proposal must offer the following Flexible Spending Account administration:
- One (1) medical spending account,
 - One (1) dependent care account plan
 - One (1) transportation reimbursement account
 - One (1) parking reimbursement account.
- F. Provide realistic and competitive fees for the requested services
- G. Provide quality and effective plan administration
- H. Provide quality claims management and adjudication
- I. Provide excellent, efficient and timely customer and member services
- J. Develop and implement a strategy to increase the utilization of the FSA plan
- K. Increase the availability of educational and marketing materials to promote the FSA and its benefit
- L. Provide on line account reporting so members can track their FSA accounts
- M. Provide each member with a banking debit card
- N. Provide the City of Jacksonville with a fee payment plan that allows the City to pay their FSA fees 45 days in arrears.
- O. Proposer must be able to accept electronic submissions of enrollment and eligibility transferred by the City of Jacksonville via HIPAA secured files.
- P. The proposer must use a unique member identifier other than Social Security numbers
- Q. The city will require the Contractor to have the upcoming renewal complete and finalized six (6) months prior to the next renewal date. The renewal should be in written form and delivered to the attention of Mary DiPerna at the City's Employee Benefits department.
- R. Will file 5500 report if required.
- S. Provide monthly, quarterly, and annual report to the City
- T. Provide flexible spending expense billing on a daily basis.

(End of Section 4 - Remainder of page intentionally left blank)

Exhibit 'A'

PROPOSED PRICING AND FEE EXHIBIT

Please identify your premium/fees appropriately as: annual, monthly PEPM, PMPM, etc.

Initial plan set up fee; \$ 0.00

Annual renewal fee: \$ 0.00

Division set up charge: \$ 0 N/A

Debit card fee: \$ 0.00

Banking Fee: \$ 0.00

Financial reporting fee: \$ 0.00

Additional fee: Please identify \$ N/A

Medical Spending Account: 1550 participants @ \$ 3.25 = monthly \$ 5,037.50

Dependent Care Account: 80 participants @ \$ 3.25 = monthly \$ 260.00

Transportation Reimbursement Account: 9 participants @ \$ 3.25 = monthly \$ 29.25

Parking Reimbursement Account: 46 participants @ \$ 3.25 = monthly \$ 149.50

Total estimate first year annual cost: \$ 65,715.00

Total estimated second year annual costs: \$ 65,715.00

The above fees are guaranteed for 60 months.

I confirm the premium/fees provided on this form have been accurately disclosed, are net of commissions and guaranteed for the time period stated. I understand that any plan premiums, rates, fees, costs or additional charges not disclosed in this exhibit are not the responsibility of the City of Jacksonville.

Failure to sign this form shall result in the disqualification of your company's proposal

[Signature]
Signature of company representative

5-25-17
Date

CCO/EVP
Title

Discovery Benefits Inc.
Name of Company

EXHIBIT 'B'



City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

ONE CITY. ONE JACKSONVILLE.

August 23, 2017

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

THRU: John P. Pappas, P.E. *John Pappas*
Director

FROM: *FOR* Tom Fallin, P.E. *Tom Fallin*
Chief, Engineering and Construction Management Division

Steven D. Long, Jr., P.E., Chief *Steven D. Long, Jr.*
Right-of-Way and Stormwater Maintenance Division

SUBJECT: P-29-15 Construction, Engineering & Inspection on Various City Projects
Contract 9894-138 Amendment 2
Consultant Services Account Nos.: N/A
Internal Services Account No.: PWEN011AD

Contract #9894-138 between the City and VIA Consulting Services, Inc. is set to expire November 16, 2017. All work has been performed satisfactorily for the past two years. Section 1.2 of the contract allows for two, two year renewals. Therefore, we wish to extend the contract for the 1st of the two year renewals. Additionally, projects planned in the coming year require that the maximum contract amount be increased to allow for continuation of services. There is no rate increase associated with this amendment. EBO goals of 30% continue to be met with this amendment.

Accordingly, this is to recommend that Contract # 9894-138, originally executed November 17, 2015, between the City of Jacksonville and VIA Consulting Services, Inc. for Construction, Engineering & Inspection on Various City Projects be amended to increase the maximum indebtedness by \$4,000,000.00, to a new maximum of \$8,000,000.00, and to extend the period of service from November 17, 2017 thru November 17, 2019, with all other terms and conditions of the Agreement remaining unchanged.

TF/lw

cc: Lori A. West, Engineering Contract Specialist

ab



August 16, 2017

City of Jacksonville
City of Jacksonville
Engineering and Construction Management Division
Attn: Tom Fallin, P.E.
214 N. Hogan Street, 10th Floor
Jacksonville, Fl. 32202

RE: Construction Engineering and Inspection on Various Projects, Contract # 9894-138 – Contract Extension Request

Dear Mr. Fallin,

VIA Consulting Services, Inc., has enjoyed and appreciates the opportunity to provide Construction Engineering and Inspection (CEI) services for the City of Jacksonville. We hope that we have been providing the type of service that not only meets the city's expectations but hopefully exceeds them. Our current continuing contract is coming upon the ending of the initial time frame and there is the ability for the city to extend the contract through two 2 year extensions at the your discretion. VIA Consulting Services humbly requests that the city exercise the first 2 year extension so that we may continue providing CEI services to the city.

VIA Consulting Services, Inc. commits to maintain its current rates within the contract for this extension. Also since VIA is a JSEB and our team includes other JSEB's. As such we will continue to meet and exceed the JSEB requirements set forth for this contract.

Again thank you for the opportunity to serve the City of Jacksonville and we look forward to continuing to assist the City for the next term of this contract. Should you have any questions please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Peter J. Sheridan, III", with a small "v2" written below it.

Peter J. Sheridan, III, P.E.
Vice President