

Request for Legislative Action

Res. #21063

Sponsor: Crystal Williams

Date: October 10, 2022

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	21063
Sponsor(s):	Crystal J. Williams	Legislature Meeting Date:	10/10/2022

Introduction

Action Items: ['Award']

Project/Title:

Requesting to award a twelve-month Term and Supply contract with one twelve-month option to extend for furnishing of cafeteria plan administration as an optional employee benefit to Application Software, Inc. (ASIFlex) of Columbia, Missouri, pursuant to the recommendation of the County's Employee Benefits Consultant, CBIZ Benefits of Kansas City, Missouri.

Request Summary

On July 28, 2022, pursuant to their contract, CBIZ distributed Requests for Proposal for cafeteria plan administration for the Flexible Spending Account programs to the major carriers on the market – ASIFlex, Employee Benefits Corporation, Navia, and Tri-Star; bids were received from all four vendors.

ASIFlex will continue to provide cafeteria plan administration services with no increase to the current rates. The total premium costs for 2023 ASIFlex cafeteria plan types and rate options are as follows:

- Section 125 Administrative Fee: \$3.25 per participant per month
- Minimum monthly fee: \$50.00

Because of the similarity of the plans and fee structures from all vendors, the disruption to participants and administrative staff by switching carriers is not validated.

Pursuant to Section 1054.6 of the Jackson County Code, Human Resources recommends awarding a twelve-month Term and Supply contract with one twelve-month option to extend for furnishing of cafeteria plan administration as an optional employee benefit to Application Software, Inc. (ASIFlex) of Columbia, Missouri, pursuant to the recommendation of CBIZ.

Contact Information

Department:	Human Resources	Submitted Date:	9/20/2022
Name:	Michelle K. Chrisman	Email:	MChrisman@jacksongov.org
Title:	Director of Human Resources	Phone:	816-881-1204

Budget Information

Amount authorized by this legislation this fiscal year:	\$ 0
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Request for Legislative Action

Amount previously authorized this fiscal year:	\$ 0
Total amount authorized after this legislative action:	\$
Is it transferring fund?	No
Single Source Funding:	
Fund:	Department:
Line Item Account:	Amount:
	!Unexpected End of Formula

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:
20518	October 12, 2020
19620	October 23, 2017
18646	October 27, 2014
20998	June 21, 2022

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Formal Bid
Core 4 Tax Clearance Completed:	Not Applicable
Certificate of Foreign Corporation Received:	Not Applicable
Have all required attachments been included in this RLA?	Yes

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals are waived - insufficient MBE or WBE firms available	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information

Request for Legislative Action

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.

History

Submitted by Human Resources requestor: Michelle K. Chrisman on 9/20/2022. Comments:

Approved by Department Approver Gina M. Campbell on 9/20/2022 3:28:24 PM. Comments:

Returned for more information by Purchasing Office Approver Barbara J. Casamento on 9/20/2022 4:44:08 PM. Comments: Need to include Chapter 10 reference

Submitted by Requestor Michelle K. Chrisman on 9/21/2022 7:30:10 AM. Comments: Added reference to Ch. 10

Approved by Department Approver Gina M. Campbell on 9/21/2022 8:09:14 AM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 9/21/2022 12:40:05 PM. Comments:

Approved by Compliance Office Approver Katie M. Bartle on 9/21/2022 2:39:10 PM. Comments:

Approved by Budget Office Approver Mark Lang on 9/23/2022 4:30:41 PM. Comments: No fiscal note required for a T&S contract.

Approved by Executive Office Approver Sylvya Stevenson on 9/24/2022 2:19:46 PM. Comments:

Approved by Counselor's Office Approver Elizabeth Freeland on 10/4/2022 1:40:31 PM. Comments:



2023 EMPLOYEE BENEFITS RENEWAL

competing carriers.

FLEXIBLE SPENDING ACCOUNT

ASIFlex

For the 2023 plan year, CBIZ distributed a Request for Proposal for the Flexible Spending Account programs to the market. In addition to the current program from ASIFlex, we received offers from Employee Benefits Corporation, Navia, and Tri-Star. All options are essentially in the price range of the current program, so accordingly our recommendation is to continue the program with ASIFlex, as the disruption and administrative burden of moving is not validated by any projected savings.

SUMMARY

CBIZ is proud to have established a strong emerging relationship with Jackson County over the past 2 months, and feel the partnership will be very successful for years to come. We are glad to be able to deliver these RFP results and market offerings for 2023 for associates and the County. Further, we are looking forward to strategic discussion in the coming year about program enhancements and best-in-class practices to optimize the program Jackson County offers to associates and their families.



2023 Flexible Spending Account

Section 125 ADMINISTRATION	ASIFlex - Current
GENERAL INFORMATION	
Corporate Headquarters/Service Team Location	Columbia, MO
Length of Time Providing Section 125 Administration Services	39 Years
ER Indemnification Against Liability for Noncompliance	
ADMINISTRATION	
Funding Options	Benefits are paid from the general assets of the Employer.
SERVICES	
Section 125 Administration	Yes
Participant Debit Cards	Yes
Annual Non-Discrimination Testing	Yes
Plan Document Preparation	Template
Employer & Employee Online Account Access	Yes
Mobile App	Yes
Disbursement Frequency	Weekly
Minimum Dollar Amount for Reimbursement?	None
PRICING - (based on 134 current participants)	
Rate Guarantee	Current
Initial Set-Up Charge (One Time)	\$0
Section 125 Administration Fee (PPPM)	\$3.25
Participant Debit Card Fee	Included
Minimum Monthly Fee	\$50
Estimated Monthly Fees	\$435.50
Annual Renewal Fee	\$0
Estimated Annual Fees in First Year	\$5,226.00

All 2023 rates are shown Net of Commission