

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

Resolution No.: 20518

Sponsor(s): Crystal Williams

Date: October 12, 2020

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Contract with One Twelve Month Options to Extend for the furnishing of Cafeteria Plan Administration as an optional employee benefit for use by the Human Resources Department to Application Software, Inc. (ASI Flex) of Columbia, MO under the terms and conditions of Request for Proposal 24-20.</u></p>																																							
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td style="text-align: right;">N/A</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Human Resources Estimated Use: \$8,000/year</p> <p>Prior Year Budget (if applicable): N/A Prior Year Actual Amount Spent (if applicable): \$7,494.50</p>	Amount authorized by this legislation this fiscal year:	N/A	Amount previously authorized this fiscal year:	N/A	Total amount authorized after this legislative action:	N/A	Amount budgeted for this item * (including transfers):	N/A	Source of funding (name of fund) and account code number:	N/A																													
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PRIOR LEGISLATION	<p>Prior ordinances and (date): N/A Prior resolutions and (date): 16741 (October 20, 2008), 18646 (October 27, 2014), 19620 (October 23, 2017)</p>																																							
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Keith Allen, Senior Buyer, 881-3465</p>																																							
REQUEST SUMMARY	<p>The Human Resources Department requires a Contract for Cafeteria Plan Administration due to the current contract expiring. Purchasing issued Request for Proposal 24-20 in response to those requirements.</p> <p>Thirty-eight notifications were distributed, and six responses were received. The following are responses evaluated by a committee of personnel from the Human Resources Department and the Director of Finance and Purchasing:</p> <table border="1" style="width:100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th rowspan="2">RFP Respondent</th> <th colspan="4">Combined Evaluation Scoring Totals</th> </tr> <tr> <th>Evaluator 1</th> <th>Evaluator 2</th> <th>Evaluator 3</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>ASI Flex</td> <td style="text-align: center;">96</td> <td style="text-align: center;">97</td> <td style="text-align: center;">93</td> <td style="text-align: center;">286</td> </tr> <tr> <td>Felxible Benefit Administrators</td> <td style="text-align: center;">91</td> <td style="text-align: center;">92</td> <td style="text-align: center;">88</td> <td style="text-align: center;">271</td> </tr> <tr> <td>HealthEquity</td> <td style="text-align: center;">37</td> <td style="text-align: center;">66</td> <td style="text-align: center;">49</td> <td style="text-align: center;">152</td> </tr> <tr> <td>NueSynergy</td> <td style="text-align: center;">65</td> <td style="text-align: center;">77</td> <td style="text-align: center;">64</td> <td style="text-align: center;">206</td> </tr> <tr> <td>TASC</td> <td style="text-align: center;">90</td> <td style="text-align: center;">95</td> <td style="text-align: center;">87</td> <td style="text-align: center;">272</td> </tr> <tr> <td>Discovery Benefits</td> <td style="text-align: center;">57</td> <td style="text-align: center;">62</td> <td style="text-align: center;">61</td> <td style="text-align: center;">180</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, 1984, the Director of Human Resources recommends the award of Cafeteria Plan Administration to Application Software, Inc. (ASI Flex) of Columbia, MO as the best proposal received.</p>	RFP Respondent	Combined Evaluation Scoring Totals				Evaluator 1	Evaluator 2	Evaluator 3	Total	ASI Flex	96	97	93	286	Felxible Benefit Administrators	91	92	88	271	HealthEquity	37	66	49	152	NueSynergy	65	77	64	206	TASC	90	95	87	272	Discovery Benefits	57	62	61	180
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	The award is made on an as needed basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals <p style="text-align: center;">NO GOALS ESTABLISHED</p>	
ATTACHMENTS	Attached are pertinent pages of the proposal from Application Software, Inc. (ASI Flex), Bid Abstract, Combined Evaluation Matrix, Evaluation Committee Scoring Sheets and the Award Recommendation from Michelle Chrisman.	
REVIEW	Department Director: <i>Michelle Chrisman</i>	Date: <i>9/30/2020</i>
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager: <i>Mark Lang</i>	Date: <i>10/8/20</i>
	County Counselor's Office: <i>Bryan Coush</i>	Date: <i>10/6/20</i>

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- 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.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



JACKSON COUNTY
Human Resources Department

R# 20518

Jackson County Courthouse
415 East 12th Street, First Floor
Kansas City, Missouri 64106
jacksongov.org

(816) 881-3135
Fax: (816) 881-3474

To: Keith Allen, Senior Buyer
From: Michelle Chrisman, Director of Human Resources
Subject: RFP 24-20 – Cafeteria Plans --- Recommendation of Evaluators
Date: September 29, 2020

As you know, Jackson County received six responses to the RFQ 24-20 – Cafeteria Plan. The responses were reviewed and evaluated by three County associates.

The evaluators considered the evaluation criteria, we recommend that Cafeteria Plan be awarded to ASI Flex, as best bid.

The summary of the evaluation scoring sheets is attached as documentation.

Please let me know if you have any questions or if you would like additional information.

Keith E. Allen

From: Michelle K. Chrisman
Sent: Tuesday, September 29, 2020 4:30 PM
To: Keith E. Allen; Vivian M. Eads
Cc: Barbara J. Casamento; Bob Crutsinger
Subject: Re: Discovery Benefits
Attachments: Response to RFP 24-20 Cafeteria Plan_9-29-2020.docx

Keith,

Attached are the score sheets and our recommendation. Please let me know what needs to be done next. We need to get this to the legislature by October 12th.

Michelle Chrisman
Director of Human Resources
mchrisman@jacksongov.org
816-881-1204

From: Keith E. Allen <keallen@jacksongov.org>
Sent: Monday, September 28, 2020 3:12 PM
To: Michelle K. Chrisman <MChrisman@jacksongov.org>; Vivian M. Eads <VEads@jacksongov.org>
Cc: Barbara J. Casamento <BCasamento@jacksongov.org>
Subject: Discovery Benefits

Michelle

After some delay, there is one more bid that you will need to evaluate. I had been in constant communication with the company on their proposal submission issues and we were finally able to figure out the issue...hence the delay. If you would like, I can bring the proposals up and drop them off.

Please advise

Keith E. Allen
Senior Buyer-Jackson County, MO
415 E. 12th Street, Ground Floor
Kansas City, MO 64106
KAllen@jacksongov.org
Ofc: (816) 881-3465