DEPARTMENT OF EMPLOYEE SERVICES

April 7, 2017

MEMORANDUM

To: Greg Pease, Chief, Procurement
Professional Services Evaluation Committee

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

Re: Introduction and Review Scope of Services
Flexible Spending Administration
RFP – P-40-17

Please take the appropriate action to issue a Request for Proposal (RFP) referenced above. The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of this RFP is to select a qualified provider who is interested and capable of providing services for the Flexible Spending Administration

2. The objectives of this service are to provide services at affordable and competitive costs.

3. The estimated period of time that the plan will be needed is January 1, 2018 through December 31, 2022.

4. The estimated cost is unable to be determined at this time. This information can be provided after the final fee and contract negotiations.

5. The proposed service will not be duplicated because the current contract expires on December 31, 2017.

6. List of current contracts or prior services that will be related to the proposed service. WageWorks currently has the contract and it will expire December 31, 2017.

7. The City cannot perform this service due to lack of personnel.

8. A subcommittee composed of Bob Parr, Chief, Compensation and Benefits (630-7583) and Mary DiPerna, Manager, Compensation and Benefits (630-1314) will accept and review all proposals submitted for this service.

Compensation and Benefits Division 117 W. Duval St., Suite 150 Jacksonville, FL 32202
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9. The funding source for internal billing is ESCB571, 03109.

10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process.

11. The individuals in Number 8 of the Memorandum have read and understand the Administrative Code dated December, 2007.

We certify that the contents of this Memorandum are correct and true to the best of my knowledge.

Attachment