



## Travis County Commissioners Court Agenda Request

**Meeting Date:** Tuesday, August 20, 2013

**Prepared By/Phone Number:** C.W. Bruner, 854-9760

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Approve contract award for Administration Services for Flexible Spending Accounts (FSA) and Qualified Transportation Benefits (QTB), RFP NO. 1305-002-CW, to the highest ranked Proposer, Total Administration Services Corporation d/b/a TASC.**

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

RFP No. 1305-002-CW was issued on May 31, 2013. A total of fifty-four (54) vendors were solicited and four (4) proposals were received. After the evaluation process and receipt of the Best and Final Offers, the evaluation committee and Travis County HRMD recommends contract award to the highest ranked Proposer. Based on the total score, the evaluation committee and Travis County HRMD recommends contract award to Total Administration Services Corporation d/b/a TASC.

This contract will provide for the Administration of the FSA and QTB Accounts for Travis County and its eligible employees who enroll for these services.

Travis County has established a Flexible Benefit Plan within the meaning of Section 125 of the Internal Revenue Code of 1986 called T-Flex. The T-Flex Plan allows employees to choose child care and medical care coverage. A Medical Expense FSA is used to pay for eligible medical expenses which aren't covered by your insurance or other plan with pre-tax dollars. The Dependent Care FSA can pay for eligible dependent care expenses such as after school care, baby-sitting fees, daycare services, nursery and preschool with pre-tax dollars.

Travis County has also established a qualified transportation benefits pursuant to Internal Revenue Code section 132 (QTB). The QTB

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program offers benefit eligible employees the opportunity to pay for certain commuting and parking expenses with pre-tax dollars.

➤ **Contract-Related Information:**

Award Amount: N/A

Contract Type: Annual, Bilateral

Contract Period: October 1, 2013 through September 30, 2014

➤ **Solicitation-Related Information:**

Solicitations Sent:	54	Responses Received:	4
HUB Information:	N/A	% HUB Subcontractor:	N/A

➤ **Funding Information:**

Shopping Cart/Funds Reservation in SAP: N/A

Comments: Requisitions are processed at time of requirement.

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## Human Resources Management

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P.O. Box 1748

Austin, Texas 78767

(512) 854-9165 / FAX(512) 854-6677

August 9, 2013

TO: C.W. Bruner, Purchasing Agent

FROM: John Rabb, Benefit Manager

SUBJECT: Recommendation for Award, RFP # 1305-002-CW, Contract # 4400001573,  
Administration Services for Flexible Spending Plan and Qualified  
Transportation Benefits

The current contract for administration of the Flexible Spending Plan is set to expire on September 30, 2013. We would like to request the Purchasing Department recommend the awarding of the contract to Total Administrative Services Corporation (TASC) for an effective date of October 1, 2013.

The evaluation committee has spent time carefully reviewing, evaluating and scoring all respondents to the initial Request For Proposal. We feel TASC's proposal and scope of services would provide the best value to the County and to the participants of the Flexible Spending Account and Qualified Transportation Benefit.

If you have any questions, please contact John Rabb at 854-2742.



## Evaluation Matrix, RFP # 1305-002-CW Administration Services for FSA, HRA & Qualified Transportation Benefits

EVALUATION CATEGORY DESCRIPTION	% Points	Business Plans, Inc.	TASC	Chapman Benefit
3.1 Meet or exceed administrative services requirements for the Flexible Spending Accounts, Health Reimbursement Arrangements, and qualified transportation benefits pursuant to Internal Revenue Code section 132 and requirements outlined in RFP	30	17.33	17.87	16.67
3.2 Competitive pricing for services proposed (initial cost and long-term cost control)	30	27.00	30.00	24.90
3.3 Quality of claim administration procedures and timeliness of claims processing and payment	25	18.33	20.00	18.33
3.4 Quality of administrator's technology and systems (online reporting, employer web site, participant web site, communications, etc..)	20	12.00	16.00	12.53
3.5 Performance and rate guarantees	15	8.53	9.00	8.53
3.6 Dedicated customer service representative for Travis County Staff and toll free customer service line and website for participants	15	9.53	9.00	9.53
3.7 Funding set up meets or exceeds County requirements	10	6.00	6.00	6.00
3.8 Legal Compliance	5	2.60	2.80	2.80
		101.32	110.67	99.29

**Evaluation Instructions: Each factor above is worth up to 5 points.**

**Evaluate each proposal against the criteria and assign points (1-5) for each factor, based on the following scale:**

Graded Score: 5 - Excellent, 4 - Very Good, 3 - Average / acceptable, 2 - Fair, 1 - Poor (e.g. 35% x 4 = 1.4)

C.W. BRUER  
Purchasing Representative Printed Name

C.W. Bruer  
Purchasing Representative Signature

7/30/13  
Date