



**AGENDA REPORT**  
**April 23, 2019**

**Request for Permission to Issue an Invitation to Bid for Flexible Spending Account**

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**SUBJECT:**

Permission to issue request for Invitation to Bid Flexible Spending Account (FSA) administration to its active employees effective January 1, 2020.

**FISCAL IMPACT:**

The Per Participant Per Month fee of \$3.25 has remained the same since 2013 and includes complete FSA administration, debit card, non-discrimination testing and plan document development. The group average participation is 1200 members with annual average administrative fees of \$47,000.

**DEPT/OFFICE:**

Human Resources

**REQUESTED ACTION:**

It is requested that the Board of County Commissioners:

1. Authorize the Office of Human Resources to develop and release for advertisement an Invitation for Bid from established companies for Flexible Spending Account services in support of the continued operation of the Boards Flexible Spending program.
2. Authorize the Human Resources Director to execute all resulting contracts upon review by The County Attorney's office.

**SUMMARY EXPLANATION and BACKGROUND:**

Effective January 1, 2013 the County awarded the contract for FSA administration to Total Administrative Services Corporation (TASC) through an Invitation to Bid process. Flexible Spending Accounts are established programs approved through the IRS that allow participants to use pre-tax dollars to reimburse themselves for authorized medical and dependent care expenses. In an effort to ensure that the County continues to receive the best possible service at a competitive market price, the Office of Human Resources intends to solicit bids for it's Flexible Spending Account services.

The scope of Flexible Spending account services required by the Board of County Commissioners and various Charter Offices that participate in the Medical FSA and/or

Dependent Care FSA plan on an annual basis is as follows:

- The Contractor must have appropriate measures designed to ensure the security of employee information; protect against anticipated threats or hazards to the security of such information; and protect against unauthorized access to or use of such information.
- The terms of this agreement shall be effective for five years (January 1, 2020 through December 31, 2024). The agreement may be extended by mutual agreement, for two additional one (1) year periods with the option to negotiate pricing, terms and conditions. Brevard County will notify the Contractor in writing ninety days prior to the expiration of the agreement as to its intent to renew the agreement.
- The Contractor must provide guaranteed rate quotes for the initial five years requested for FSA (Medical and Dependent Care) services.
- Additional costs beyond the monthly Per Participant Per Month costs must be disclosed.
- The Contractor is requested to provide implementation, reporting, customer service, customer satisfaction and account management guarantees with financial penalties.

Current FSA participation for 2019 is provided below:

Plan Type	2019 Enrolled Employee Count
Medical FSA	1,167
Dependent Care FSA	45

The following list includes the agencies currently participating under the County's FSA plans:

Agency Name	Agency Name
Board of County Commissioners	Property Appraiser
Brevard County Sheriff	Sebastian Inlet Tax District
Clerk of Courts	Tax Collector
Court Administration	TICO Airport Authority
Melbourne Tillman Water Control District	Indian River Lagoon
Supervisor of Elections	

#### ATTACHMENTS:

##### Description

No Attachments Available



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April 24, 2019

**M E M O R A N D U M**

**TO:** Jerry Visco, Human Resources Director

**RE:** Item F.19., Request for Permission to Issue an Invitation to Bid for Flexible Spending Account

The Board of County Commissioners, in regular session on April 23, 2019, authorized the Department of Human Resources to develop and release for advertisement an Invitation for Bid from established companies for Flexible Spending Account services in support of the continued operation of the Boards Flexible Spending Program; and authorized you to execute all resulting contracts upon review by the County Attorney's Office.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

cc: Finance  
Budget