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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 3, 2022**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**FLEXIBLE SPENDING ACCOUNT MANAGEMENT
OFFICE OF HUMAN RESOURCES
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreements, to authorize the execution of agreements with Total Administrative Services Corporation to provide management of employee flexible spending accounts (as denoted in the RFP # NG2203) to the City Colleges of Chicago for the period starting no sooner than January 1, 2023 through December 31, 2025 at a cost not to exceed \$58,752.00 respectively.

**VENDOR: Total Administrative Services Corp
2302 International Lane
Madison, WI 53704**

USERS: District Wide

TERM:

The term of this agreement shall begin no sooner than January 1, 2023 through December 31, 2025, with an option to extend for an additional two (2) one-year periods or one (1) two-year period.

SCOPE OF SERVICES:

TASC was able to provide a simplistic approach to FSA Administration with distinct reporting, support resolution and ease of use. Their process is seamless, they manage numerous clients of size and scope similar to CCC's including other school systems. At time of implementation, TASC can and will determine appropriate payroll schedules and define appropriate file specifications to ensure effective data management. Their projected timeline for set-up and testing payroll file transmission can be accomplished within a six-week window. Subsequently, census, enrollment and contribution files will be prepared, reviewed and testing prior to the go live date. All files will be transmitted via various electronic methods; most commonly, via SFTP with security measure in mind to protect CCC's data.

BENEFIT TO CITY COLLEGES OF CHICAGO:

CCC will see an overall improvement of service and execution of FSA Administration for its employees. TASC provides ease of use across all electronic devices, their Universal Benefit Technology and 40 years of experience will provide City Colleges of Chicago with unique advantages that will improve the Flexible Spending benefit experience for both its administrators and participants. City Colleges of Chicago will reap the benefits of the fastest reimbursements in the industry and will appreciate the easy-to-use online platform.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and Request for Proposals (RFP) #NG2203 was advertised and sent to eleven (11) companies on July 13, 2022. Following the release of the RFP, a Pre-Proposal Conference meeting was held for the suppliers on April 19, 2022.

As part of this RFP process, the suppliers were asked to quote on providing FSA Administration and present the full scope of services they can provide. TASC was considered Highly Qualified and therefore exceeded the expectations of the Evaluation Committee. Suppliers provided pricing projections based on what it would cost to provide these account management services. Two (2) companies responded: 1) Flexible Benefit Service, LLC and 2) Total Administrative Services, Corporation by the August 18, 2022 proposal due date.

All proposals were reviewed, evaluated, and ranked by staff which included the District Office of Human Resources staff and the Office of Information Technology.

The evaluation committee members individually scored each proposal based on the evaluation criteria in the RFP:

1. Qualifications and experience of firm (Ability to meet ALL requirements spelled out in the RFP Intent and Scope, resumes, interrogatories, etc.)
2. Past experience with similar services for educational institutions or govt. entities
3. Overall Program Management (including Implementation and Administration as set forth in the RFP Scope and Interrogatories)
4. Fee / Cost Proposal (Appendix VI – Interrogatories and Pricing Proposal Tab)
5. MBE/WBE compliance

Procurement Services compiled the evaluators' scores and comments and calculated an average score for each written proposal. The evaluation committee held a consensus meeting with Procurement Services to discuss the merits of the submitted proposals.

In every aspect of the RFP Scope of Service TASCs delivery was stellar. TASC presented various accomplishments and accolades for their services stemming as far back as 2015. They have been in business for 46 years with 70,000 clients they service, of those clients, 28,000 are Flexible Spending Accounts. We look forward to developing and growing a lasting business relationship with TASC. Discuss the pros (not the cons) of each supplier's proposal, including cost.

Based on the scoring criteria for their proposal, Total Administrative Services Corporation was the highest scoring provider overall. No other supplier scored in the "Highly Qualified" range and the scoring was unanimous from all of the Evaluation Committee members, to choose Total Administrative Services Corporation as the supplier to award the contract to.

MBE/WBE COMPLIANCE:

The Office of MBE/WBE Compliance has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the services ("program management") and the absence of subcontracting opportunities.

GENERAL CONDITIONS:

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL

Total: \$58,752

Charge to: Office of Human Resources and Staff Development

Sources of Fund: Education Fund

FY23: 520000-00003-0025006-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

November 3, 2022 – Office of Academic Student Affairs.