

City Council Agenda Summary Sheet (Purchases)

Agenda No: 2004-0564
Date: June 25, 2004
Prepared By: Pamela M. Lee, Human Resources, ext. 2521
City File No:

Meeting Date: July 14, 2004

PURPOSE:

Request for an extension of the blanket purchase order for group life/AD&D, disability insurance, flexible spending (FSA) plan administration and COBRA/HIPPA administration through December 31, 2004, with an amended amount of \$185,500. The current blanket expires June 30, 2004.

DISCUSSION:

A request for proposals for life/ADD and disability insurance, and third party administration, which was issued in May, has resulted in 10 proposals from insurance companies and two from third party administrators. The City is currently in the process of narrowing the insurance bids to two or three finalists. An extension of the blanket purchase order is being requested through the end of the current benefit year in order to allow time for completion of the bid process as well as a more seamless transition to a new carrier, if needed.

FISCAL INFORMATION:

This extension will have no additional impact on the budget since the current rates are good through the end of the year.

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
All Funds	718000	Life Insur & AD&D	\$35,890		
	719000	Disability Insur	+\$172,007		
			=\$207,897	(\$185,500)	\$22,397

Vendor Name and Address:

Benefit Coordinators Corporation
 P.O. Box 400043
 Pittsburgh, PA 15268-0043

Reason for Selection:

Current vendor; extension/amendment requested.

Method of Purchase:

Blanket Purchase Order

RECOMMENDATION:

Approval of an extension of the blanket purchase order through December 31, 2004 payable to Benefit Coordinators Corporation in the amount of \$185,500 is recommended.

ATTACHMENTS:

Department Authorization: Pamela M. Lee

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA