

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

**DECISION ON CONTRACT AWARD FOR FLEXIBLE SPENDING ACCOUNT
ADMINISTRATION SERVICES**

MAY 16, 2022

Background Information:

The Procurement Department, on behalf of the Human Resources Department, is requesting approval to award a contract to Flexible Benefits Administrators, Inc., a company located at 2875 Sabre Street, Suite 300, Virginia Beach, VA 23452 for flexible spending account administration services.

Discussion:

Maryland Association of Boards of Education (MABE) issued a Request for Proposal (RFP) for flexible spending account administration (FSA), on behalf of ten (10) Maryland county school districts, including Harford County Public Schools. Four (4) responses were received, of those responses, two (2) were asked for Best and Final Offers. After reviewing the Best and Final Offers, Flexible Benefits Administrators, Inc. was determined to be the best value for the scope of services requested. The new contract will provide a rate reduction from \$3.25 to \$2.15 per month, per employee.

The rate will be held for five (5) years. The contracting vehicle for this contract is MABE RFP - Flexible Spending Account Administration.

The estimated annual cost is \$27,000 and is calculated from the current employee data.

The contract will be funded from the FY23 Operating Budget Account.

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education accept the recommendation made by the Procurement Department and award the contract to Flexible Benefits Administrators, Inc.

The initial term of the contract is effective from July 1, 2022, through June 30, 2023, with the option to be renewed for four (4) additional, one (1) year terms.