

PERSONNEL AND HIRING COMMITTEE REPORT relative to proposed Second Amendment to the Professional Services Agreement No. C-142249 with Benefit Coordinators of America, LLC dba BenefitScape (Benefit Coordinators of America).

Recommendation for Council action:

AUTHORIZE the General Manager, Personnel Department, to execute, the Second Amendment to the Professional Services Agreement No. C-142249 with Benefit Coordinators of America to:

- a. Increase the expenditure authority by \$400,000 resulting in not to exceed compensation of \$1,000,000.
- b. Extend the term by an additional two years for an overall term effective September 1, 2022 through August 31, 2027, subject to approval as to form by the City Attorney.

Fiscal Impact Statement: The CAO reports that funding is available in the 2025-26 Adopted Budget within the Human Resources Benefits' Contractual Services Account.

Fiscal Policies Statement: The CAO reports that as budgeted funds are available to support the proposed Agreement expenditures, and future year expenditures are limited to the appropriation of funds, the recommendation of the June 23, 2025 CAO report, attached to the Council File, complies with the City's Financial Policies.

Community Impact Statement: None submitted.

TIME LIMIT FILE – SEPTEMBER 8, 2025

(LAST DAY FOR COUNCIL ACTION – SEPTEMBER 5, 2025)

Summary:

On August 8, 2025, your Committee considered a June 23, 2025 CAO report relative to proposed Second Amendment to the Professional Services Agreement No. C-142249 with Benefit Coordinators of America. According to the CAO, the Personnel Department, at the direction of the Joint Labor Management Benefits Committee (JLMBC), is requesting approval to execute the Second Amendment to the Professional Services Agreement C-142249 with Benefit Coordinators of America to provide Affordable Care Act (ACA) tax reporting services. Approval of the proposed Agreement will extend the current term by two years resulting in a five-year term effective September 1, 2022 through August 31, 2027. The proposed Agreement includes a ratification clause to allow the Contractor to continue providing Services prior to execution of the proposed Agreement to ensure the continued tax reporting services. The Department selected the Contractor based on a competitive process initiated in 2021. A new Request for

Proposals (RFP) process originally planned for 2025 was determined to not be feasible due to time and workload constraints. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the second amendment as detailed in the CAO report with the amendment that the specific amendment would be the Second Amendment to Professional Services Agreement No. C-142249. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel and Hiring Committee

COUNCILMEMBER VOTE

McOSKER: YES

RODRIGUEZ: YES

HUTT: YES

ARL

8/8/25

-NOT OFFICIAL UNTIL COUNCIL ACTS-