



Legislation Text

File #: 21-0165, Version: 1

CITY MANAGER AUTHORITY PROCUREMENT AWARDS

ACTION REQUESTED:

Approve the award of Change Order 1 to the contract for the Family Medical Leave Act (FMLA) Administration to FMLA Source (VOYA Financial) for an amount not to exceed \$717.45 and a total award of \$36,717.45.

DEPARTMENT: Human Resources

SUBMITTED BY: James Sheehan, Director

BACKGROUND:

The City Manager awarded the contract for FMLA Administration to VOYA Financial in March 2019 for a two year term, from January 1, 2019 through January 1, 2021. The purpose of this contract is to administer and oversee the FMLA program for the City. The FMLA Source contract has been renewed and extended through December 2022.

DISCUSSION:

A change order is requested to add additional funds to cover the remaining invoices for fiscal year 2020. At the beginning of 2020, the program had 897 enrollees and finished 2020 with 952 enrollees, therefore the increase is related to an increase in enrollment.

FISCAL IMPACT:

CIP: N/A

FMLA services are expensed to the HR service account listed below. A total of \$20,093 was budgeted for the service in 2020. The requested change order will be funded through underspend on costs related to the City's Wellness Program.

Account Number	Fund Description	Total Budget Amount
14101100-531305	General Fund	\$88,009