



Request for City Council Committee Action from the Department of Human Resources

Date: April 3, 2012

To: Ways and Means / Budget Committee

Referral to: City Council

Subject: Request for Proposal – Administrative and Recordkeeping Services for Flexible Spending Account, Transportation and Health Reimbursement Arrangement Plans

Recommendation:

That the proper City officials be authorized to issue a request for proposal for administrative and recordkeeping services for the City of Minneapolis flexible spending account, transportation and health reimbursement arrangement plans.

Previous Directives:

None

Department Information

Prepared by: Joyce Traver and Susan Trammell

Approved by:

Pamela French
Director Human Resources

Jayne Kahlifa
City Coordinator (Interim)

Presenters in Committee: Joyce Traver

Reviews

- Permanent Review Committee (PRC): Approval: Pending, to be reviewed at the April 5, 2012 PRC meeting

Financial Impact

- Action is within the Business Plan

Supporting Information

The City is required by Minnesota Statutes to issue an RFP for administrative and recordkeeping services for the City of Minneapolis flexible spending account, transportation and health reimbursement arrangement plans at least once every five years. The City's last RFP for these services was issued in 2008 for services effective January 1, 2009. Human Resources and the Benefits Subcommittee of the Citywide Labor Management Committee (the "BLMC") endorse releasing an RFP at this time to seek competitive proposals for these services. Human Resources is working with representatives from other City departments to ensure the RFP process complies with City standards and business needs.