

**RESOLUTION NO. \_\_\_\_\_**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

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**RESOLUTION AUTHORIZING A SECOND AMENDMENT TO THE AGREEMENT WITH BENEFIT COORDINATORS CORPORATION TO ADMINISTER RETIREE BENEFITS, FLEXIBLE SPENDING ACCOUNTS, HEALTH SAVINGS ACCOUNTS, AND COBRA, EXTENDING THE TERM OF THE AGREEMENT BY TWO YEARS TO DECEMBER 31, 2025, AND INCREASING THE AMOUNT BY \$780,000 FOR A NEW NOT-TO-EXCEED AMOUNT OF \$1,780,000.**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, on September 15, 2020, the Board approved Resolution No. 077709, waiving the RFP process and authorizing an Agreement with Benefit Coordinators Corporation (BCC) for the provision of retiree benefits administration, flexible spending account administration, health savings account administration and COBRA administration, for the term of October 1, 2020 to December 31, 2023, and in the amount of \$975,000; and

**WHEREAS**, that Agreement also included a one-time option, at the County's discretion, to extend the agreement for two years at an amount not-to-exceed \$300,000 per year; and

**WHEREAS**, on September 25, 2023, the Director of Human Resources exercised her authority under that Resolution to execute an amendment to the Agreement to increase the amount of the Agreement by \$25,000 for a new not-to-exceed amount of \$1,000,000; and

**WHEREAS**, the Human Resources Department recommends that the County exercise its option to extend the Agreement with BCC for an additional two years, until December 31, 2025; and

**WHEREAS**, increased utilization has increased the costs of administering the services under the Agreement, which are generally charged on a per employee/retiree per month basis; and

**WHEREAS**, changes to retiree health agreements have increased the number of people participating in the retiree health and health saving account systems administered under the Agreement; and

**WHEREAS**, the combination of the increased utilization and the increased enrollment has increased the estimated costs of the Agreement for the next two years from \$300,000 per year to \$390,000 per year, or a total of \$780,000 for the two-year term; and

**WHEREAS**, this Board has been presented with form of such amendment and has examined and approved it as to both form and content, and desires to enter the amendment.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of this Board of Supervisors be and is hereby authorized and directed to execute said amended Agreement for and on behalf of the County of San Mateo, and the Clerk of the Board shall attest the President's signature thereto.

**BE IT FURTHER RESOLVED** that the Human Resources Director or designee is authorized to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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