

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 08/13/24

M&C FILE NUMBER: M&C 24-0640

LOG NAME: 14BENEFITSCOMMUNICATIONS

SUBJECT

(ALL) Authorize Execution of Amendment No. 1 to City Secretary Contract No. 58135 with Alpha Business Images, LLC to Design and Create the City's Benefit Guides and Open Enrollment Material for the Human Resources Department to Increase the Annual Compensation by \$30,000.00 for a New Annual Not to Exceed Amount of \$120,000.00

RECOMMENDATION:

It is recommended that the City Council authorize Amendment No. 1 to City Secretary Contract No. 58135 with Alpha Business Images, LLC to design and create the City's benefit guides and open enrollment material for the Human Resources department to increase the annual compensation by \$30,000.00 for a new annual not to exceed amount of \$120,000.00.

DISCUSSION:

This Mayor and Council Communication is requesting approval to execute Amendment No. 1 to City Secretary Contract No. 58135 ("CSC No. 58135") with Alpha Business Images (ABI), LLC. Under the Amendment, the annual compensation authorized under the Agreement will be increased by \$30,000.00 for a new annual not to exceed amount of \$120,000.00.

Effective July 1, 2021, the Human Resources Department entered into CSC No. 58135 with Alpha Business Images to develop and produce the Benefits Office's active employee, retiree and open enrollment guides including the purchase of diverse photos from stock image companies. The Agreement provided up to four one-year renewal options. The second renewal option is set to begin on July 1, 2024. Human Resources has been informed that the cost for services has increased to \$115,000.00. ABI has provided high quality benefits guides and the Benefits Office would like to continue this valuable partnership.

An RFP was not required for this contract as the Benefits Office requested and received a Chapter 252 Exemption from the Legal Department under the professional service exemption.

BUSINESS EQUITY: ABI is a certified Minority or Woman Owned Business.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation and adoption of the Fiscal Year 2025 Budget by the City Council, funds will be available in the Fiscal Year 2025 operating budget, as appropriated, in the Group Health Insurance Fund. Prior to an expenditure being incurred, the Human Resources Department has the responsibility to validate the availability of funds.

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Additional Information Contact:

Expedited