

Mayor and Council Communication

DATE: 11/30/21

M&C FILE NUMBER: M&C 21-0886

LOG NAME: 13P RFP 21-0160 FMLA AND ADA SERVICES HR ADK

SUBJECT

(ALL) Authorize an Agreement for Family Medical Leave Act and American Disabilities Act Services with FMLA Source, Inc., in an Amount of \$216,240.00 for an Initial One-Year Term with Four One-Year Renewal Terms in the Same Annual Amount for the Human Resources Department

RECOMMENDATION:

It is recommended that the City Council authorize an agreement for Family Medical Leave Act and American Disabilities Act Services with FMLA Source, Inc., in an amount of \$216,240.00 for an initial one-year term with four one-year renewal terms in the same annual amount for the Human Resources Department

DISCUSSION:

The Human Resources Department (HR) approached the Purchasing Division with the intent to purchase Family Medical Leave Act (FMLA) and American Disabilities Act (ADA) Services.

The HR Department currently has a contract with Reed Group, Inc., however, the services provided have not been satisfactory. As a result, the City of Fort Worth (City) issued a new Request for Proposal (RFP) with the intent to terminate the contract with Reed Group, Inc.

RFP 21-0160 consisted of detailed specifications and was advertised in the *Fort Worth Star-Telegram* for four (4) consecutive Wednesdays beginning on July 14, 2021, through August 11, 2021. There was a pre-proposal conference held on July 21, 2021, which provided an opportunity for interested bidders to learn more about the City's requirements and to seek clarification on the RFP requirements. A total of sixty-four (64) vendors were solicited and responses were received from four (4) potential vendors. All bids were evaluated by a five (5) person panel consisting of representatives from HR, Police, and Legal. Each bid was evaluated based on customer experience, references, a detailed questionnaire, implementation plan and methodology, the plan and process for providing safety and security for City information, as well as, the disaster recovery plan. Once the initial evaluations had been concluded, the three highest-scoring bidders were asked to demonstrate their services. After the conclusion of the demonstrations, the three bidders were once again scored, with FMLA Source, Inc., scoring the highest. Based on the qualifications, the City recommends awarding an agreement to FMLA Source, Inc.

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERMS: Upon City Council's approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS: This agreement may be renewed for four one-year renewal options. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the above recommendation and execution of an agreement. Prior to any expenditure being incurred, the participating department the responsibility to validate the availability of funds.

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