

AUTHORIZE A NEW AGREEMENT WITH BENEFIT EXPRESS SERVICES, LLC TO PROVIDE MEDICAL AND DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT (FSA) SERVICES

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize a new agreement with Benefit Express Services, LLC to provide medical and dependent care flexible spending account (FSA) services to the Talent Office at an estimated annual cost set forth in the Compensation Section of this report. Vendor was selected on a competitive basis pursuant to Board Rule 7-2. A written agreement for Vendor's services is currently being negotiated. No services shall be provided by Vendor and no payment shall be made to Vendor prior to the execution of their written agreement. The authority granted herein shall automatically rescind in the event their written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Contract Administrator : Sinnema, Mr. Ethan Cedric / 773-553-3295
CPOR Number : 15-0810-CPOR-1709

VENDOR:

- 1) Vendor # 97130
BENEFIT EXPRESS SERVICES, LLC
1700 E. Golf Road
Schaumburg, IL 60173
Kerry Jenkins
847 637-1550

Ownership: Limited Liability Company -
Maria D. Bradley - 100%

USER INFORMATION :

Project
Manager: 11010 - Talent Office

42 West Madison Street

Chicago, IL 60602

Jonson, Mr. Erwin Joel

773-553-6866

TERM:

The term of this agreement shall commence on January 1, 2016 and shall end on December 31, 2016. This agreement shall have three (3) options to renew for periods of one (1) year each.

EARLY TERMINATION RIGHT:

The Board shall have the right to terminate this agreement with 30 days written notice.

SCOPE OF SERVICES:

Vendor will provide flexible spending account services, including medical FSA and dependent care FSA administration, claims reimbursement, and debit cards for Board employees that elect to have a FSA.

DELIVERABLES:

Vendor will perform the administration of the FSA accounts, including processing an enrollment file from the Board, providing an online portal for employees to review and submit account information, processing claims for reimbursement on eligible expenses, tracking employee balances, providing debit cards for point-of-sale transactions, sending welcome packets to newly-enrolled participants, and providing a toll free customer service number.

OUTCOMES:

Medical and dependent care FSA programs are common among employee benefits offerings and are regulated by the IRS. Vendor's services will result in a high quality and cost effective administration of the Board's FSA benefit.

COMPENSATION:

Vendor shall be paid in accordance with the prices contained in the agreement. Estimated fiscal year costs are as follows:

\$187,500.00 FY16
\$62,500.00 FY17

REIMBURSABLE EXPENSES:

None.

AUTHORIZATION:

Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize the Chief Talent Officer to execute all ancillary documents required to administer or effectuate this agreement.

AFFIRMATIVE ACTION:

This agreement is excluded from the provisions of the Remedial Program for Minority and Women Owned Business Enterprise Participation in Goods and Services Contracts, as it was awarded via the District's CPOR process and not assigned any MBE/WBE compliance requirements.

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Fund 115, The Talent Office, Unit 11010
\$187,500.00 FY16
\$62,500.00 FY17
Not to exceed \$250,000.00 for the one (1) year term.
Future year funding is contingent upon budget appropriation and approval.

CFDA#: Not Applicable

GENERAL CONDITIONS:

Inspector General - Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness - The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted May 25, 2011 (11-0525-PO2), as amended from time to time, shall be incorporated into and made a part of the agreement.

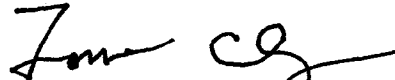
Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



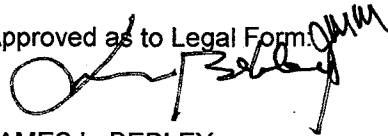
SÉBASTIEN de LONGEAUX
Chief Procurement Officer

Approved:



FORREST CLAYPOOL
Chief Executive Officer

Approved as to Legal Form:



JAMES L. BEBLEY
General Counsel