

**AUTHORIZE THE SECOND AND FINAL RENEWAL AGREEMENT WITH BENEFIT EXPRESS SERVICES, LLC FOR MEDICAL AND DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Authorize the second and final renewal agreement with Benefit Express Services, LLC to provide Medical and Dependent Care Flexible Spending Account Services to the Talent Office at an estimated annual cost set forth in the Compensation Section of this report. A written document exercising this option is currently being negotiated. No payment shall be made to Vendor during the option period prior to execution of the written document. The authority granted herein shall automatically rescind in the event a written document is not executed within 90 days of the date of this Board Report. Information pertinent to this option is stated below.

Contract Administrator : Banks, Amy / 773-553-2280  
CPOR Number : 20-1006-CPOR-7613

**VENDOR:**

- 1) Vendor # 97130  
BENEFIT EXPRESS SERVICES, LLC  
1700 E. Golf Road  
Schaumburg, IL 60173

Kerry Jenkins  
847 637-1550

Ownership: LLR Partners, LLC - 65%,  
Maria Bradley - 22%

**USER INFORMATION :**

Project  
Manager: 11010 - Talent Office  
  
42 West Madison Street  
  
Chicago, IL 60602  
  
Kirkling, Karla Rae

**ORIGINAL AGREEMENT:**

The original Agreement (authorized by Board Report 19-1120-PR15) in the amount of \$200,000 is for a term commencing January 1, 2020 and ending December 31, 2020, with the Board having two (2) options to renew for one (1) year terms. The agreement was renewed (authorized by board report 20-1028-PR6) in the amount of \$250,000 for a term commencing January 1, 2021 and ending December 31, 2021. The original agreement was awarded on a competitive basis pursuant to Board Rule 7-3.

**OPTION PERIOD:**

The term of this agreement is being renewed for one (1) year commencing January 1, 2022 and ending December 31, 2022.

**OPTION PERIODS REMAINING:**

There are no options remaining.

**SCOPE OF SERVICES:**

Vendor will continue to 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 continue to 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:**

Vendor's services will result in a high quality and cost effective administration of the Board's FSA benefit.

**COMPENSATION:**

Vendor shall be paid during this option period as follows:  
Estimated annual costs for this option period are set forth below:  
\$125,000, FY22  
\$125,000, FY23

**AUTHORIZATION:**

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

**AFFIRMATIVE ACTION:**

Pursuant to the Remedial Program for Minority and Women-Owned Business Enterprise Participation in Goods and Services contracts (M/WBE Program), this contract is waived of the M/WBE participation goals of 30% MBE and 7% WBE, because the contract is not further divisible.

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Fund 115, Talent Office, Unit 11010  
\$125,000, FY22  
\$125,000, FY23  
Not to exceed \$250,000 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:




CHARLES E. MAYFIELD  
Interim Chief Procurement Officer

Approved:



PEDRO MARTINEZ  
Chief Executive Officer

Approved as to Legal Form: 



JOSEPH T. MORIARTY  
General Counsel