

AGENDA



Thursday, January 17, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 19**

Subject: Authorize execution of a 36-month Interlocal Agreement with AUSTIN STATE SCHOOL, a facility of the State of Texas, Aging and Disability Services Department, Austin, TX , to provide distribution services of employee and retiree benefit packets and other related services in an estimated amount not to exceed \$121,485, with three 12-month extension options in an estimated amount not to exceed \$40,495 per extension option, for a total estimated contract amount not to exceed \$242,970.

Amount and Source of Funding: Funding is available in the Fiscal Year 2007-2008 Operating Budget of the Human Resources Department. Funding for the remaining 24 months of the original contract and extension options is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Rosemary Ledesma, Supervising Sr. Buyer/974-2011.

Purchasing Language: Interlocal Agreement.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority – Owned and Women-Owned Business Enterprise Procurement Program). This contract is an Interlocal Agreement; therefore, it is exempted under Chapter 791 of the Texas Government Code and no goals were established for this solicitation. No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

The Human Resources Department (HRD), Employee Services Division requests authorization to enter into an Interlocal Agreement with Austin State School, Austin, TX to provide storing, stuffing, sorting, printing, delivering, and mailing of employee and retiree benefit packets and other related services.

The HRD Employee Services Division is responsible for providing benefit brochures and literature to active employees and retirees annually, and at the time that new employees are hired throughout the year. The various literature for health, dental, vision, life, disability, employee assistance program, and other benefit programs require sorting and packaging prior to delivery or mailing. Benefit literature and provider directory information is provided to HRD each benefit year by the Insurance companies providing coverage for City employees and retirees. However, HRD requires these specific services to be outsourced for providing readily available continuous and complete benefit information to City employees and retirees.

Austin State School provides employment and training to its residents. Austin State School provides staff (employees) to carryout the necessary training to the residents and to ensure that completed work meets the requirements and expectations of the client's contract.