



**Contra
Costa
County**

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: June 20, 2017

Subject: Administrative Services Agreement with Navia Benefit Solutions, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Human Resources Director, or designee, to execute an Administrative Services Agreement (ASA) containing modified indemnification language with Navia Benefit Solutions, Inc., effective June 21, 2017, to May 31, 2020, not to exceed \$300,000 with the option of two (2) one-year renewal periods.

FISCAL IMPACT:

The administration costs for the COBRA and two County Flex Savings Accounts (Health Care Spending Account and Dependent Care Assistance Program) are approximately \$100,000 per year and are funded through the Benefits Administration Fee, which is charged out to operating departments. The soft and indirect County costs for the Commuter Benefit Program will be paid by the County. The per-employee-per-month fee paid to the vendor of \$3 will be paid by the participating employees for the months that they place an order.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/20/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 20, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Rolanda Hartfield, Deputy

Contact: Ann Elliott
925-335-1747

cc:

BACKGROUND:

Through various Memoranda of Understanding and the Management Resolution, the Board of Supervisors approved a new Commuter Benefit, with an effective date of July 1, 2017, to allow County employees to contribute pre-tax dollars to cover qualified transportation expenses such as train, bus or ferry costs. In addition, administration services for the COBRA process and the two County Flex Savings Accounts, known as the Health Care Spending Account and the Dependent Care Assistance Program will be provided by the same vendor. Following issuance of a Request for Proposal, the County selected Navia Benefit Solutions, Inc. to provide these services. The Administrative Services Agreement also contains a limitation on the contractors liability and modified indemnification language.

CONSEQUENCE OF NEGATIVE ACTION:

If the Administrative Services Agreement is not approved, the County will be unable to offer the Commuter Benefit program, as authorized by MOU and Management Resolution, and employees will not gain access to increased functionality provided by Navia Benefits.