



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Ann Elliott, Human Resources Director  
Date: December 13, 2022  
Subject: Contract with Navia Benefit Solutions, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Human Resources Director, or designee, to execute a contract with Navia Benefits Solutions, Inc., in an amount not to exceed \$300,000 to provide County employees benefit programs allowing pre-tax dollar contributions, for the period January 1, 2023 through December 31, 2027.

**FISCAL IMPACT:**

The administrative costs for the COBRA are funded through the Benefits Administrative Fee, which is charged out to departments.

The administrative costs for the two County Flex savings Accounts (Health Care Spending Account and Dependent Care Assistance Program) are funded through forfeitures so there is no cost to the County.

The \$2.75 per-employee-per month fee paid to the vendor for the Commuter benefit will be paid by the participating employees for the months that they place an order. There is a \$100 monthly minimum administration fee. Any shortage will be funded by forfeitures to meet this minimum monthly administration fee.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/13/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

A YE: Candace Andersen, District II  
Supervisor  
Diane Burgis, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor  
Federal D. Glover, District V  
Supervisor

ABSENT: John Gioia, District I  
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: December 13, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Salma Sadiq, (925)  
655-2176

cc:



### BACKGROUND:

Navia Benefit Solution, Inc. provides administrative services for employee benefit programs. Under the contract, Navia Benefit Solutions, Inc. will handle administrative services related to COBRA and the County's two flex savings accounts, Health Care Spending Account (HCSA) and the Dependent Care Assistance Program (DCAP). It will also administer the Commuter Benefit Program, which allows employees to contribute pre-tax dollars to cover qualified transportation expenses such as train, bus or ferry costs. The contract contains a limitation on the contractor's liability and modified indemnification language. The five (5) year contract term from January 1, 2023 through December 31, 2027 is inclusive of the initial three (3) year contract term, with the possibility of two (2) successive one (1) year renewals.

The contract will contain terms concerning the responsibility of the parties to protect certain information as set forth in the California Consumer Privacy Act and other provisions regarding confidentiality.

### CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, employees will not have access to increased functionality provided by Navia Benefits including the two County Flex Saving accounts (HCSA & DCAP) and the County will be unable to offer the Commuter Benefit program.