



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

November 12, 2019

To: Jerome D. Schad, Chairman
Mark S. Carney, Vice Chairman
E. Thomas Jones, Treasurer

From: Daniel NeMoyer, Director of Human Resources

Subject: RFP – Project No: 201900229 Administration of Employee Flexible Spending Accounts Under IRC Section 105(h), Section 125 and Section 132(f)

ECWA has a Flexible Spending Plan, currently administered by Pro-Flex Administrators, which covers employee accounts under Internal Revenue Code (IRC) Section 105(h), Section 125 and Section 132(f).

In September the Human Resources Department received permission from the Board of Commissioners to issue an RFP for new proposals to administer this plan.

Three responses were received from:

1. Pro-Flex Administrators (ECWA's current administrator);
2. Bene-Care Agency, LLC;
3. P&A Administrative Services Inc. (P&A Group).

All respondents demonstrated a level of experience, client base history and features offered for our employees, which would meet our needs and requirements. Of the three proposals, the submission by P&A Group offered the lowest monthly fees, \$2.80pp/pm, vs \$5.50pp/pm from Bene-Care and \$3.50pp/pm from Pro-Flex for FSA accounts. Also, P&A has no minimum monthly requirements or annual renewal fees which the other respondents charge. P&A has provided this service to the Authority in the past and appears able to offer the Authority and its employees professional and capable service going forward.

Recommendation:

The RFP review, comprised of Penelope Porebski (Employee Benefit Specialist), Joyce Tomaka (Comptroller) and Daniel NeMoyer (HR Director) believes

that the plan offered by P&A Group offers the best value and services for ECWA and its employees. Therefore, we are requesting permission to secure a professional services contract with P&A Administrative Services, in accordance with the terms of the RFP, to administer the Flexible Spending Accounts for the employees of the Authority.