



## **MEMORANDUM**

**TO:** Health Care Commission  
Jim Clark  
J. Scott Day  
Steve Dechant  
Kenneth Selzer  
Heather Young

**FROM:** Mike Michael

**DATE:** May 20, 2015

**SUBJECT:** **Administrative Services for HSA and HRA Accounts**

Request for proposal (RFP) EVT0003542 was released to obtain competitive bids from qualified vendors for providing administrative services for Health Savings and Health Reimbursement Accounts. The current vendor is the State's official banking partner, U.S. Bank, and the current contract was done as an amendment to the State's banking agreement. The RFP was released on January 14, 2015, and closed on February 19, 2015. Eleven bids, including the incumbent's bid, were received. One bid was withdrawn and not reviewed at the bidder's request.

Following a review of each of the RFP responses, State Employee Health Plan (SEHP) staff scheduled vendor negotiation meetings with four of the bidders: NueSynergy, Surency, U.S. Bank and WageWorks. As a follow-up to the negotiations, all four vendors were asked to submit their best and final pricing.

In addition to vendor experience with the administration of comprehensive Health Reimbursement and Health Savings Account programs with debit cards, staff also reviewed the plan administrative costs and the vendor's capacity to provide quality customer service to members and process member transactions.

### **Recommendation:**

Staff recommends that a three-year contract for administrative services for Health Savings and Health Reimbursement Accounts be awarded to U.S. Bank.