



MEMORANDUM

TO: Health Care Commission
J. Scott Day
Steve Dechant
Kenneth Selzer
Sarah Shipman
Heather Young

FROM: Mike Michael

DATE: May 24, 2016

SUBJECT: **Flexible Spending Account Administration Contract**

Request For Proposal EVT0004249 for administration of the Flexible Spending Account (FSA) program was released on February 25, 2016, and closed on March 30, 2016. The programs under the FSA program include the Health Care FSA, Limited Purpose FSA and Dependent Care FSA programs. Staff held negotiation meetings with three (3) vendors. Following the meetings, the vendors were asked to provide additional information to clarify their bids, and their best and final pricing.

In addition to vendor experience, cost and capacity, other issues of specific focus were enhancing member access to their account information and funds through user-friendly web portals, mobile applications and debit cards.

Recommendation:

Staff recommends that a three (3) year contract be awarded to NueSynergy for administering the Flexible Spending Account program.