



Legislation Details (With Text)

File #: 2022-342 **Version:** 1 **Name:**

Type: Resolution **Status:** Passed

File created: 8/2/2022 **In control:** Board of Directors

On agenda: 8/24/2022 **Final action:** 8/24/2022

Title: Proposed Amendment No. 2
Contract No. GLWA-CS-141
Family and Medical Leave Act Administration and Information Services
O&M

Sponsors: William Wolfson

Indexes: Administration & Compliance

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
8/24/2022	1	Board of Directors	Approved	Pass
8/10/2022	1	Operations and Resources Committee	Recommended for Approval	Pass

Proposed Amendment No. 2
Contract No. GLWA-CS-141
Family and Medical Leave Act Administration and Information Services
O&M

Agenda of: August 24, 2022

Item No.: **2022-342**

Amount: Original Contract: \$ 60,000.00
 Amendment No. 1 51,000.00
 Proposed Amendment No. 2 115,000.00
 Total Revised Contract: \$226,000.00

TO: The Honorable
Board of Directors
Great Lakes Water Authority

FROM: Suzanne R. Coffey, P.E.
Chief Executive Officer
Great Lakes Water Authority

DATE: July 29, 2022

RE: **Proposed Amendment No. 2**

**Contract No. GLWA-CS-141
Family and Medical Leave Act Administration and Information Services
Vendor: FMLASource, Inc.**

MOTION

Upon recommendation of William M. Wolfson, Chief Administrative and Compliance Officer, the Board of Directors (Board) of the Great Lakes Water Authority (GLWA), authorizes the Chief Executive Officer (CEO) to enter into **Contract No. GLWA-CS-141, Proposed Amendment No. 2, “Family and Medical Leave Act Administration and Information Services” with FMLASource, Inc, with an increase of \$115,000.00 for a total Contract cost of \$226,000.00 and an increase duration of one (1) year for a total Contract duration of six (6) years;** and authorizes the CEO to take such other action as may be necessary to accomplish the intent of this vote.

BACKGROUND

GLWA Contract No. CS-141 provides Family and Medical Leave Act (FMLA) administration and information services to support GLWA. The services provided under this contract include receiving GLWA team members FMLA requests and administering FMLA eligibility in compliance with the federal guidelines. The services provided under this contract also include issuing conditional approvals, final approvals, and denial notifications all based on GLWA’s procedural guidelines and maintaining and updating the FMLA eligibility database based on information provided by GLWA and in compliance to federal guidelines.

GLWA Contract No. CS-141 effective date was February 1, 2017, with a 3-year term with one 2-year renewal option. The one renewal option was exercised, and this contract expired January 31, 2022. The amount of the contract is \$111,000.00.

JUSTIFICATION

This Proposed Amendment seeks to secure additional funds in the not-to-exceed (NTE) amount of \$226,000.00 and extend the duration of the contract for one (1) year, expiring January 31, 2023. An extension until January 31, 2023, allows FMLASource to continue assisting GLWA with FMLA administrative and compliance requirements. In addition, GLWA anticipates issuing a new solicitation with a replacement RFP during this time extension period.

PROJECT MANAGEMENT STATUS

Original Contract Time	Three (3) years (02/01/2017 - 01/31-2020)
Amendment No. 1	Two (2) years (02/01/2020 - 01/31/2022)
Proposed Amendment No. 2	One (1) year (02/01/2022 - 01/31/2023)

New Contract Time Six (6) years (02/01/2017 - 01/31/2023)

PROJECT ESTIMATE

Original Contract Price	\$60,000.00
Amendment No. 1	51,000.00
Proposed Amendment No. 2	115,000.00
New Contract Total	\$226,000.00

FINANCIAL PLAN IMPACT

Summary: The value of the contract exceeds the current financial plan in total. A budget amendment will be processed to move budget from either the unallocated reserves account or other accounts with a positive budget variance.

Funding Source: Operations & Maintenance (O&M) Budget

Cost Center(s): Organizational Development Talent Management (883211)

Expense Type(s): Contractual Operating Services (5910-883211.000-617900-WS7900)

Estimated Cost by Year and Related Estimating Variance: See table below.

<u>Fiscal Year</u>	<u>Amount</u>
FY 2017 Budget (Prorated)	\$6,666.67
FY 2018 Budget	20,000.00
FY 2019 Budget	20,000.00
FY 2020 Budget	21,833.33
FY 2021 Budget	25,500.00
FY 2022 Budget	55,333.33
FY 2023 Budget (Prorated)	16,800.00
Financial Plan Forecast	\$166,133.33
Proposed Contract Amount	\$226,000.00

Variance (positive/ (negative))

(\$59,566.67)

COMMITTEE REVIEW

This item was presented to the Operations and Resources Committee at its meeting on August 10, 2022. The Operations and Resources Committee unanimously recommended that the GLWA Board adopt the resolution as presented.

SHARED SERVICES IMPACT

This item does not impact the shared services agreement between GLWA and DWSD.