



## Legislation Text

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File #: 2022-342, Version: 1

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**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.

<b><u>Fiscal Year</u></b>	<b><u>Amount</u></b>
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.