

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve an increase to an existing contract with **Payroll Specialties NW, Inc** for Supplemental Retirement Plan and Executive Benefits Plan Disbursements.

Backgrounder (if "yes," "See backgrounder information") No

Board Meeting Date: April 21, 2009

Project or Job Name: Payroll Specialties NW Contracts

Project Contact: Jim Origliosso Ext. 3753

Purchasing Contact: Ramie Alkire Ext. 3202

Contract Amount:

Original Contract Amount: \$ 20,000

Additional \$ Previously Approved: \$ 0.00

Invoices over last approval: \$ None

Percentage over last approval: %

Amount this Request: \$ 15,000

Resulting Cumulative Total: \$ 35,000

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Funding Source:

Budget
 Reserves
 New Revenue
 Bonding
 Other

Contracting Method:

Method of Solicitation: Direct Negotiation

If applicable, basis for exemption: Rule 6-0270 Personal Services <\$150,000

Term of Agreement: August 17, 2007 through August 7, 2012

Option to Renew? Yes - Renewable Annually (Max. 5 Years)

Approval for purchases "as needed" for the life of the contract No

Form of Contract:

Single Purchase
 Services
 Personal Services
 Construction
 IGA
 Price Agreement
 Other

NARRATIVE:

The Board is being asked to approve an increase to an existing contract with **Payroll Specialties NW, Inc (PSNW)** for Supplemental Retirement Plan and Executive Benefits Plan Disbursements.

In 2007, staff negotiated a contract with PSNW for payroll & tax reporting for EWEB supplemental retirement plans. These services include: accounting, printing and mailing of checks to program participants and annual w2 & IRS Tax reports. These services also support retirement plans in area of PERS supplemental that had been offered to employees that retired prior to 1988. There are approximately 8 checks written per month for these 2 different programs. On average, there are about 88 direct deposits.

In December 2008, the scope of work was expanded to include disbursement of settlement payments to retirees for the Post Retirement Medical Benefits lawsuit and the associated required reporting as required by statutory and regulatory requirements. Staff has spent less than \$11,000 on these services to-date; however, the additional required services will cause the total potential contract amount to exceed the Board's \$20,000 approval limit, sometime in years 4 or 5 of the contract.

It is not currently known if the number of new retiring staff will have a significant effect on the requested amount – staff believes this increase should cover any future additional services that may be needed.

ACTION REQUESTED:

Staff requests Board approve an increase to an existing contract with **Payroll Specialties NW, Inc (PSNW)** for Supplemental Retirement Plan and Executive Benefits Plan Disbursements. Funds for these services were budgeted for 2009 and are budgeted annually.

SIGNATURES:

Project Coordinator: _____

Supervisor: _____

Purchasing Manager: _____

Division Director: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____