



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145271

PAGE 1 OF 5

DATE: 5/20/2025

SUBJECT: RFP NO. 2022-001 - VOLUNTARY EMPLOYEE BENEFIT PLAN FOR SHORT-TERM DISABILITY INSURANCE - HUMAN RESOURCES - AMERICAN FIDELITY ASSURANCE COMPANY - EXERCISE FIRST OPTION FOR RENEWAL - SAME CONTRACT TERMS

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of RFP No. 2022-001, Voluntary Employee Benefit Plan for Short-Term Disability Insurance, for the first optional twelve (12) month period at the same contract terms.

BACKGROUND

On December 21, 2021, the Commissioners Court, through Court Order #137105, awarded RFP No. 2022-001, Voluntary Employee Benefit Plan for Short-Term Disability Insurance, for Human Resources, to American Fidelity Assurance Company.

The award was based upon evaluation criteria set forth in the RFP specifications and contained options to renew for two (2) additional twelve (12) month periods.

The purpose of this contract is to provide income protection options for employees who choose to enroll in the plan. This protection helps safeguard against potential financial loss due to circumstances such as illness, injury, or maternity leave.

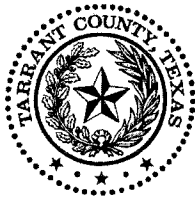
The vendor notified Purchasing in writing that they will extend the same contract terms through May 31, 2026. Human Resources notified Purchasing in writing that they are pleased with the vendor and want to renew.

Therefore, it is the joint recommendation of Human Resources and Purchasing that the Commissioners Court approve renewal of RFP No. 2022-001, Voluntary Employee Benefit Plan for Short-Term Disability Insurance, for another twelve (12) month period.

FISCAL IMPACT

There is no fiscal impact associated with this item.

SUBMITTED BY	Purchasing	PREPARED BY:	Teresa Ralls
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.
Purchasing Agent

Chris Lax, MS.SCM, CPSM, CPSD, CPCP
Assistant Purchasing Agent

March 21, 2025

Jesica Perez
Enrollment Coordinator
American Fidelity Assurance Company

Re: RFP No. 2022-001 – Voluntary Employee Benefit Plan for Short-Term Disability Insurance

Dear Ms. Perez:

Referenced RFP was for thirty-six (36) months with two (2) options to renew for an additional twelve (12) months each. The original contract was for the period of June 1, 2022, through May 31, 2025. The effective dates for the first renewal option will run from June 1, 2025, through May 31, 2026.

Tarrant County Purchasing Department hereby extends an invitation to American Fidelity Assurance Company to accept the first option for an additional one (1) year period as the primary vendor for this RFP as awarded. American Fidelity Assurance Company acknowledges formal renewal of the option, and any contract is contingent upon review and approval by the Tarrant County Commissioners Court at a later date. Please mark the appropriate response below and provide your signature above your printed name.

Yes, American Fidelity Assurance Company will accept the offer to extend the same contract terms through May 31, 2026. **Please include a current 1295 Form with your response.**

No, American Fidelity Assurance Company will NOT accept the offer to extend the same contract terms through May 31, 2026.

Please email your signed response.

Sincerely,

Handwritten signature of Teresa Ralls in black ink.

Teresa Ralls, Senior Buyer
Tarrant County
817-884-3246

Handwritten signature of Jesica Perez in black ink.

Jesica Perez, Enrollment Coordinator
American Fidelity Assurance Company

3/25/2025

Date

Memorandum

To: Roxie Held

Dept: Human Resources

From: Teresa Ralls, Sr. Buyer, Purchasing Department

Date: March 12, 2025

Re: Renewal of Voluntary Employee Benefit Plan for Short-Term Disability Insurance

The above referenced contract will expire on May 31, 2025. This contract was valid for 36 months and included two (2) options to renew with the vendor for additional twelve (12) month terms. The first renewal term would commence June 1, 2025, and would expire May 31, 2026.

If you wish to exercise this option to renew and continue this contract with the vendor listed below for twelve more months, please check the appropriate item and email this form back to me:

American Fidelity Assurance Company

Yes, I wish to continue the current contract with the above mentioned vendor for the first renewal term of the contract.

Funds to support this contract will be provided by the following accounts:

No, I do not wish to continue the current contract with the above-mentioned vendor for the following reason(s).

SIGNATURE: *Roxie Held*
Roxie Held (Mar 14, 2025 18:34 CDT)

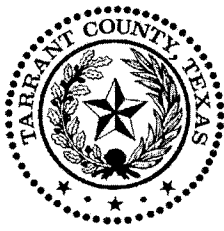
DATE: 3/14/2025

RFP NO. 2022-001 VOLUNTARY EMPLOYEE BENEFIT PLAN FOR SHORT-TERM DISABILITY INSURANCE

EVALUATION CRITERIA	Max Points	American Fidelity Assurance Company Oklahoma City, OK HUB - No	Aflac Incorporated Columbia, SC HUB - No
Scope of Work/Service Requirements	700	507.00	458.18
References	100	93.00	93.00
Price	200	179.00	200.00
TOTAL	1000	779.00	751.18

Hartford Life and Accident Insurance Company and MetLife did not meet specifications as both vendors could not guarantee quoted rates without a minimum participation guarantee.

Award: American Fidelity Assurance Company



TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: RFP No. 2022-001 - Voluntary Employee Benefit Plan for Short-Term Disability Insurance - Human Resources - American Fidelity Assurance Company - Exercise First Option for Renewal - Same Contract Terms

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.

II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes _____ No √

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes _____ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.
