



# CITY OF ALLENTOWN

No. \_\_\_\_\_

## RESOLUTION

R180 - 2025

*Introduced by the Administration on December 3, 2025*

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Authorization for Contract with Total Administrative Services Corporation (TASC) in the amount of an estimated yearly sum of \$28,545.00 to provide administration services of the Family and Medical Leave Act (FMLA) for the entire city of Allentown PA City Government employee population. Two (2) proposals were received. Contract shall commence upon full execution and shall cease one (1) year thereafter. Upon written agreement from the City, this contract may be extended for up to an additional three (3) one (1) year renewals beyond the contract expiration period at the same annual terms of the initial term.

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### ***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Article 130.16 of the City's Administrative Code (recodified as §5-21) requires City Council approval by Resolution for the award of contracts or engagement of professional services.

**WHEREAS**, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Total Administrative Services Corporation (TASC)
2. Project or Contract Reference: RFP No. 2025-52 FMLA Management Services Rebid
3. Description of Service(s): To provide administrative services of the Family and Medical Leave Act (FMLA) for the entire City of Allentown PA City Government employee population.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 3<sup>rd</sup> day of December, 2025, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.

**SUBJECT:** Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: RFP No. 2025-52 FMLA Management Services Rebid

**TO:** City Council, City Clerk, and Council Solicitor

**FROM:** Martin Velazquez, Department Head

**DATE:** November 25, 2025

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Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

X The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

- The contract appropriation or price increase **is** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes received, if any.

UPMC Benefit Management Services, Inc. d/b/a/ Workpartners, US Steel Tower, 600 Grant Street, 7<sup>th</sup> Floor, Pittsburgh, PA 15219, \$34,012.55

- List the name and address of the **recommended** Contractor/Vendor, include the following:

**Total Administrative Services Corporation (TASC)**, 2302 International Lane, Madison, WI 53704

Contract Consideration: \$28,545.00

Funding Source: 000-06-0603-0001-50046

- Description of project or scope of services to be provided:

On October 9, 2025, the City advertised a solicitation for an experienced firm to provide administrative services of the Family and Medical Leave Act (FMLA) for the entire City of

Allentown PA City Government employee population. On November 6, 2025, a public opening was held, for which two (2) proposals were received. The proposals were distributed to all committee members via Teams for evaluation. The Technical evaluation was held on November 13, 2025, and all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points), Ability to Meet RFP Requirements (25 Points), Prior Experience (20 Points), and Project Plan and Methodology (25 Points). The Cost Proposals were opened on November 6, 2025, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on November 19, 2025, all committee members were present. The committee discussed the Cost proposal (30 Points). An Oral Interview/Presentation was held on November 24, 2025. The committee is recommending award to Total Administrative Services Corporation (TASC).

- Contract Term:

The Contract term shall commence upon full execution and shall cease one (1) year thereafter.

- List any renewal term options and duration of each renewal, if any:

Upon written agreement from the City, this contract may be extended for up to an additional three (3) one (1) year renewals beyond the contract expiration period at the same annual terms of the initial term.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

N/A

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

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By: Martin Velazquez, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: Proposed Resolution