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ConnectYourCare.com

October 6, 2017

Finance Committee  
City of Madison  
City-County Building, Room 406  
210 Martin Luther King Jr. Boulevard  
Madison, Wisconsin 53703

Re: Flexible Spending Account Administration Contract Process and Award  
Resolution ID # 48826 (the "RFP Award")

Members of the Finance Committee:

I am writing in my capacity as General Counsel to ConnectYourCare, LLC ("CYC"), regarding the above referenced RFP Award, and the City of Madison's (the "City") decision to allow Total Administrative Services Corporation ("TASC") to offer a 30% reduction in price and additional services after the 2017 request for proposal ("RFP") process had concluded. In May, the City published an RFP for its flexible spending account administration, and in June, the proposals were due to the City. Interviews with the three finalists were conducted in July, and the finalists' "best and final price offers" were presented to the City at that time. Shortly thereafter, the City informed CYC that CYC had been selected as the winner of the bidding process by unanimous decision. In September, TASC contacted the City to contest the City's decision to award the bid to CYC. TASC subsequently met with the City Purchasing Department, Human Resources Department and the City Attorney to offer a price reduction and services not previously offered in TASC's original proposal. The other finalists were notified of this new development and the RFP process was re-opened to allow the other finalists to submit a second "best and final price offer," both of whom did.

In your letter dated October 5, 2017 (your "Letter"), you state that "CYC was selected through proven City procedures [...] fairly and without prejudice," but that "there is no formal appeal process." It is our position that because you had concluded the RFP process and awarded the bid to CYC, and because CYC has since been working diligently with the City Attorney to complete the contract and to begin implementation of the services, that the re-opening of the RFP process was unfair and politically subjective. Regardless of the uncertainty of the process, the City again concluded that CYC's second proposal was found to be "a value that is worth the difference in cost."

We are excited about the opportunity to serve your community and intend to cultivate a longstanding relationship with the City. We kindly ask that you honor your original award to CYC and reject TASC's unfair and unsolicited offer.

Sincerely,

Harrison Stone  
General Counsel  
ConnectYourCare, LLC