

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8348

Fax: (540) 422-8355

**NOTICE OF CONTRACT RENEWAL**

DATE: March 20, 2018

COMMODITY NAME: Family Medical Leave Administration (FMLA)  
Administrative Services

CONTRACT NUMBER: 84-16smc

CONTRACT PERIOD: July 1, 2016 through June 30, 2017

Renewal #1: July 1, 2017 through June 30, 2018

Renewal #2: July 1, 2018 through June 30, 2019

RENEWAL OPTIONS: Four (4) one-year renewals

CONTRACTOR: CareWorks USA Ltd. d/b/a CareWorks Absence  
Management

VN: 649480

FIN 31-1775640

5555 Glendon Court, PO Box 182808

Columbus, OH 43218-2808

Attn: Scott Vaka, CSO

PH 614-760-3536

FX 614-760-3595

PAYMENT TERMS: Net 45 days

FOR FURTHER INFORMATION CONTACT:

Susan R. Monaco, CPPO, CPPB

Procurement Manager

PH (540) 422-8348

[susan.monaco@fauquiercounty.gov](mailto:susan.monaco@fauquiercounty.gov)

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the next page of this notice for further instructions regarding this contract.

## INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352. A Blanket Purchase Order may be utilized, with internal release numbers, for user convenience.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Verification of services and approval of Contractor’s invoice is the responsibility of the receiving using department. The Contractor shall issue credit due for unsatisfactory services to the Originator of the purchase order.
4. Any complaint as to quality of services, faulty or delinquent services, or violation of contract provisions by Contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via e-mail, fax or courier.
5. Pricing: All pricing includes all charges that may be incurred in fulfilling the terms of this contract.
  - Initial Set-Up and Implementation Fee: \$ 2,800.00
  - FMLA Administration: \$ 1.35/Per Employee Per Month
  - ADA/AAA Administration: \$ .35/Per Employee Per Month
  - Tail Claim Completion Fee for Contractor Completion of File, only if and as required: \$ 30.00/claim
6. Renewals: As stated on the face of this notice, four (4) one-year renewal terms are in place for this contract. Notice of renewal will be issued by the contract officer, with input requested from the using departments, approximately sixty days in advance of the expiration date of the current term. Price adjustments may only be negotiated during the renewal of each contract term. *Contract revised, Mod.#1, 9/16/16, to lock in contract rates noted until 6/30/18, with renewal rates locked in as follows:*  
*Renewal #2, Contract year #3, rates locked in at \$1.76*  
*Renewal #3, Contract year #4, rates locked in at \$1.81*  
*Renewal #4, Contract year #5, rates locked in at \$1.87*
7. Use of Contract by Other Jurisdictions: As allowed in Section 2.2-4304, Code of Virginia, other public bodies may purchase from this contract with the authorization of the awarded Contractor, since the “Use of Contract by Other Political Jurisdictions” clause was contained in the original solicitation (reference page 13, Item 40, of RFP 84-16sm). A copy of the original RFP and any other pertinent information may be obtained by contacting the Procurement Manager for assistance and reference.