



**State of Delaware
Executive Department
Office of Management and Budget**

July 28, 2014

*** via email***

Ms. Anita Spencer, Account Executive
ASIFlex
PO Box 6044
Columbia, MO 65205-6044

Re: Flexible Spending Account and Pre-Tax Commuter Program

Dear Ms. Spencer:

On July 21, 2014, based on the recommendation of the Proposal Review Committee, the State Employee Benefits Committee voted in favor of awarding the Flexible Spending Account and Pre-Tax Commuter Program contract to ASIFlex beginning January 1, 2015, for an initial term of three years with two one-year renewal options. Pursuant to the terms listed in the Request for Proposal, ASIFlex met the following requirements:

- Proven ability to provide the services required by IRS regulations;
- Proven ability to provide secure on-line remote access for employees/participants;
- Demonstrated ability to provide excellent account management and customer service;
- Experience with clients of similar size and structure; and
- Reasonable cost.

The award is contingent upon the fulfillment within thirty days of the Technology Terms and Conditions and final negotiations of the performance guarantees and contract terms.

Please allow me to extend congratulations to the ASIFlex team! We are excited to continue to work with you and your team.



Statewide Benefits Office

500 W. Loockerman Street, Suite 320 • Dover, DE 19904
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Ms. Laurene Eheman, RFP and Contract Manager, will be the liaison for the contract development. Effective immediately, the account management will be transferred to Ms. Keinna McKnight, HR Manager, with Mr. Larry Frank's assistance as needed. Please work with Keinna for all account management functions and any implementation issues for the new contract.

Thank you for your time during the RFP and interview process and, again, congratulations!

Respectfully,

Original on File

Brenda Lakeman, Director of Human Resources
and Benefits Administration

cc: file