

**Henry Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

**Rudy N. Garcia**  
Commissioner, District 3



**Anna T. Hamilton**  
Commissioner, District 4

**Ed Moreno**  
Commissioner, District 5

**Katherine Miller**  
County Manager

July 20, 2020

TO: Procurement File

FR: Bill Taylor, Procurement Manager

A handwritten signature in black ink, appearing to be "BT", is written over the name "Bill Taylor" in the "FR:" line.

VIA: Sonya Quintana, Human Resources Director

**RE: Sole Source Determination BenTek, Inc. – Employee Benefit Software System, in the Amount of \$35,640.00 for License, Maintenance and Support Services.**

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**Background:**

Santa Fe County utilizes the AS 400 software system that is supported by Superior ERP (Enterprise Resource Planning) software. The system is used by all County programs, departments and operations for financial accounting and program management.

The Human Resources Department manages the employee benefits enrollment program that includes, but is not limited to enrollment, employee status changes and revisions, payroll deductions and provider payables for multiple carriers. The management of this system is labor intensive and requires constant input of data for all employees related to insurance benefits the County provides.

In September 2017, a sole source determination was made by the Chief Procurement Manager to purchase the Bentek software system based on its uniqueness as a third party provider and business partner with Superior/Centralsquare software system utilized by the County.

**Issue:**

In January 2019, CentralSquare informed the County that they would no longer be billing the County for the licenses and maintenance of the Bentek, Inc. system for the employee benefits package and enrollment services. CentralSquare still supports the software, however the cost of the licenses and maintenance of the system would be billed directly by Bentek, Inc.

The Department is requesting to continue the licensing and maintenance of the online benefits enrollment system to meet the needs of the Santa Fe County employees for their health insurance needs provided by BenTek, Inc.

Utilizing BenTek Enrollment Administration will allow the continued and seamless integration into

the existing financial system to ensure ease of reporting and reconciling.

**Determination**

It is the determination of the Santa Fe County Purchasing Division and the County Chief Procurement Officer that the purchase of the BenTek Enrollment system would meet the criteria of a sole source procurement based on the uniqueness of the software and applications that are currently provided by Superior and utilized by Santa Fe County. Other similar services would not be capable of providing the level of system support to the County and its existing software system provider, that can be provided by BenTek, Inc.

Pursuant to 13-1-126, NMSA 1978 this Purchasing Department after conducting due diligence has made the determination that this is a sole source procurement pursuant to the NMSA 1978 13-1-126 that *"a contract may be awarded without competitive sealed bids or competitive sealed proposals regardless of the estimated cost when the state purchasing agent or a central purchasing office makes a determination, after conducting a good-faith review of available sources and consulting the using agency, that other similar services, construction or items of tangible personal property cannot meet the intended purpose of the contract."*

**Vendor Information:**

Vendor- BenTek, Inc.  
11505 Fairchild Gardens Ave.  
Suite 102  
Palm Beach Gardens, FL 33410

Deliverables: Online Benefits Enrollment and Administration System  
Superior Fusion Proprietary  
BenTek Benefits Admin. Core  
BenTek Billing Module  
BenTek Personnel Import  
BenTek Payroll Audit  
BenTek Payroll Export

Amount of Purchase: \$ 34,560.00, annually recurring cost for subscription & maintenance fees.