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MEMORANDUM

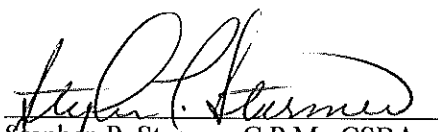
TO: Stephen P. Starmer, C.P.M., CSBA, Purchasing Manager
FROM: Bill Meekins CPPB, CPCP, Buyer Specialist
DATE: September 2, 2016
SUBJECT: RFP 14MISC11, Affordable Care Act (ACA) Workforce Tracking and Reporting Solution

In accordance with purchasing regulation 200-7, "approval of bid award of \$25,000 or less will be made by the Superintendent or his/her designated representative". I am requesting your consideration of the above mentioned contract award.

Attached, please find the recommendation to renew the contract for ACA workforce tracking and reporting software. The total services to be provided during the contract period are not expected to exceed \$25,000.

Please indicate your approval by signing below.

APPROVED:


Stephen P. Starmer, C.P.M., CSBA,
Purchasing Manager

BM/mg

Enclosure

RFP 14MISC11
AFFORDABLE CARE ACT (ACA) WORKFORCE TRACKING AND REPORTING SOLUTION
RENEWAL

FACT SHEET

A. **Overview:** This recommendation is to renew the contract for ACA workforce tracking and reporting solution.

1. **Other facts:**

- This renewal term will be effective from October 1, 2016 through September 30, 2018, with no renewal options remaining.
- The contract may be terminated for any reason with at least 30 days written notice.
- The employer shared responsibility provision of The Health Care Reform Act, requires that large employers offer adequate and affordable health insurance to full-time employees (30 hours or more). This solution will provide the Human Recourse Department the ability to track all current and future employees in order to be compliant to the law.
- Approximately \$12,300 was spent during the FY16 contract term.
- This contract will be administered by Penny Opalka, Senior Employee Benefit/Wellness Manager.

2. **Source of funding:** Funding for the recommended ACA tracking and reporting is through the Board's self-insurance fund, which will continue to be funded by the Board of Education and employee/retiree contributions.

B. **Recommendation:** Staff recommends that RFP 14MISC11, Affordable Care Act (ACA) Workforce Tracking and Reporting Solution, be renewed to eThority (Equifax), Inc. of (Charleston, SC), per the attached Summary of Renewal.

C. **Action taken by the Board (Purchasing use only):**

<u>9/2/16</u> Approved	_____ Denied	_____ Deferred	_____ Other	BM/mg
<u>BM/mg</u> Date	_____ Date	_____ Date	_____ Date	

**RFP 14MISC11, Affordable Care Act (ACA) Workforce Tracking and Reporting Solution
Summary of Renewal**

Annual Fixed-Fee Description	Purchased	Unit Price	Annual Fee
Tax Platform Activation Service	Yes	\$5,250	\$5,250
Tax Form 1094-C Transmittal Service (includes 2 transmissions); Subsequent submissions will be invoiced at \$1,500/each	Yes	\$3,150	\$3,150
Total Annual Fixed-Fees			\$8,400

Per-Form Fee Description	Purchased	Per-Form Fee
Tax Form 1095-C Electronic Fulfillment Service <i>Client will be charged for all 1095-Cs produced regardless of whether or not the Employee has consented to electronic delivery. If Client has not opted for the "Tax Form 1095-C Print Service", it will be Client's responsibility to provide a 1095-C to any employee that has not consented to electronic delivery.</i>	Yes	\$0.89
Tax Form 1095-C Print Service (Optional) <i>Client will be charged for shipping and postage required to mail the 1095-C to the employee. The fee for this services is in <u>addition to</u> the fee for the Tax Form 1095-C Electronic Fulfillment Service.</i>	Yes	Actual cost for Postage and Shipping

Employee Reissue Fees (Paid by Employees who have not consented to electronic delivery)	Per-Form Fee
First Reissue (Current Tax Year)	No cost
Additional Reissues	
Current Tax Year	\$12.00
Prior Tax Year	\$18.00