City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
City Hall, 117 West Duval St., Suite 150
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

To: Greg Pease, Chairperson

Professional Services Evaluation Committee

From: Bob Parr, Chief, Compensation and Benefits

Mary DiPerna, Manager, Compensation and Benefits

Re: P – 04-18 – ACA Administrative Services

Date: February 2, 2018

As a result of fee and contract negotiations with Worxtime, we recommend that the City enter into a contract with Worxtime for ACA administrative services. The contract shall begin on the date of execution of the contract but shall cover the services for the calendar year of 2018 which also includes 1095C creation and mailing and the required IRS filing each year. The 1095C creation and mailing and IRS filing occur the first four months following the calendar year. The contract will include renewal options for four additional renewal periods ending on April 30th of each year.

All other terms and conditions are according to the Scope of Services outlined in the Request for Proposal. The maximum indebtedness shall not exceed $80,000 for the first contract period.

Section 4
Description of Services and Deliverables

- Monitors employees hours in real time
- Able to accept bi-weekly hours worked file feeds
- Sends automated alerts to provide status of hours worked
- Projects probability of part-time employees moving to full-time status, based on previous hours
- Reports which employees qualify as full-time for purposes of benefit offerings
- Affordability testing
- Rate of pay safe harbor testing
- Penalty calculator
- Guaranteed compliance with all new mandates as ordered by the ACA
- Compliance with all health coverage mandates
- Provides reports mandated by ACA for end of year reporting to the IRS
- Creates and mails out the 1095c forms to all participants
- Electronically files all year end reports with the IRS
- Provides IRS correction information for review.
- Electronically refiles all IRS corrections
- Provides reports if the City were ever to undergo an IRS audit
- Extensive ad hoc reporting and custom analysis tools to allow the user to create and schedule virtually any report to support budgeting and organizational breakdown in any format as needed with no additional charges for ad hoc reporting.
- Customized Data file mapping
- A Time and Attendance Module with reservations available which can be used for peaks/low seasons
- Customized, automated email alerts which can be sent to any user as requested to notify of various actions within the measurement/admin/stability period to eliminate the need for manual tracking
- Built-in file discrepancy identification and resolution for real-time audit
- IRS forms 6055 and 6056 as standard reports in the reporting section of the product

- All product pricing will be Net of Commissions.

(End of Section 4 - Remainder of page intentionally left blank)

Exhibit 'A'

John McFarland
Worxtime HR
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Huntsville, AL 35806

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worxtime HR

February 5, 2018

Don Titcomb
Area Senior Vice President
Arthur J. Gallagher & Company
13500 Sutton Park Dr S
Jacksonville, FL 32224

Don,

After final evaluation of the RFP for the City of Jacksonville's ACA reporting, and after further review of our internal pricing structure, we have set a price for this RFP response at $49,000.

If you have any questions, please do not hesitate to contact me.

Respectfully,

John McFarland
President, Worxtime HR

Exhibit "B"