SINGLE SOURCE AWARD **BID # SS-0615-14**

Subject: Reporting Service for the Affordable Care Act

Department: Compensation and Benefits Department

Description of Purchase:
Subject Single Source was administratively awarded on 9/12/2014 to Worxtime LLC. for administrative services related to compliance to the Affordable Care Act for a three year term in the amount of $60,000.00 for the first year, increased on 01/20/2016 in the amount of $60,000.00 for the second year, increased on 02/11/2016 in the amount of $17,500.00, and increased on 01/14/2017 in the amount of $75,000.00 for the third year.

Recommend approval to extend and increase the contract with Worxtime LLC., for continued services from September 12, 2017 through December 31, 2017, to assist the City in providing necessary information needed for filing with the IRS in 2018. Total amount of increase requested for this period not-to-exceed $60,000.00, with a revised contract expenditure not-to-exceed $272,500.00.

Funding for this award to be encumbered by account ESCB571-03109, to be executed by Contract Amendment to Contract #10062 through the Office of General Counsel.

Single Source Award To: Worxtime LLC.

Price Justification: See Attached

Total Award: $272,500.00 **Requisition #** N/A

Attachments: Recommendation Memo, Vendor Letter, Previous Award(s)

Certification as to Single Source: Bob Parr, Chief Compensation and Benefits Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Chelsey Fleming

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY **DATE:** _____

APPROVED _____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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.

MEMO

To: Greg Pease
Chief of Procurement

From: Bob Parr. Chief of Compensation and Benefits
Mary DiPerna, Manager of Personnel Services

Date: May 8, 2017

Re: Contract #10062 – WorxTime –SS-0615-14- Amendment #4
Affordable Care Act Tracking and Reporting Service

Our current contract with WorxTime ends September 11, 2017 but due to the nature of the filing process with the IRS, we need to extend the current contract to December 31, 2017 as per the renewal letter attached. By extending to the end of this year, WorxTime will assist the City by providing the necessary information needed to file with the IRS in 2018.

Due to the uncertain nature of the status of the Affordable Care Act, our intent is to re-bid this service for calendar year 2018 if necessary. There seems to be a possibility that the employer filing requirement may be discontinued.

We would like to request an increase in the maximum indebtedness by $60,000 to cover this cost for a total maximum indebtedness of $272,500. The additional amount will be paid out of account code ESCB571- 03109.

cc: WorxTime Renewal Letter

worxtime

looking back | thinking forward

May 5, 2017

Reporting Only Proposal for:

City of Jacksonville, Florida

Proposal Submitted By:
Butch Bryant

360 B Quality Circle ◆ Huntsville, AL 35806 ◆ 256-274-4283

worxtime

looking back | thinking forward

The Worxtime Advantage:

Our Background: Experience with HR

Managing Partner of Worxtime, Tearle Bagwell, started a benefit communications and enrollment company, Visual Benefit Communications, Inc. (VBC) in 1978. Through his vision of being a leader in technology, VBC was the first enrollment company to offer both core and voluntary benefits through a call center and quickly progressed to offering self-service, online enrollment solutions to clients.

VBC has provided enrollment services to over 5 million employees. Some of our brand name clients have been; Russell Athletic, O'Charleys Restaurants, Applebee's Restaurants, Swift Trucking, LKQ Corporation, Burger King and Armstrong Worldwide Industries.

Recognizing our business of core benefit administration and communication, which consisted of maintaining complicated software code, as well as constant file feeds to carriers, payroll vendors and third party administrators, Tearle quickly took advantage of the opportunity to develop an ACA tool for employers. We take great pride in applying our practices, procedures, programming expertise, and proven software development to a new SAAS (software as a service) for ACA Eligibility Rules and Compliance.

The complicated and consistently moving PPACA rules continue to challenge employers to maintain compliance.

Worxtime works very closely with the IRS, Human Resource experts and our legal counsel, Seyfarth Shaw, in developing a solid, mature, secure, easy-to-use software application that will provide employers with relief in complying with the government guidelines. Our commitment to customer satisfaction, vision for success and desire to be the best make us a leader in the industry.

worxtime

looking back | thinking forward

DATA SECURITY AND COMPLIANCE

Worxtime data center facilities have successfully completed the audit for SSAE16 thereby ensuring complete security protection for all data submitted and stored within the Worxtime client. In addition, to ensure secure data management by Worxtime team members, all data is stored according to the Worxtime Information Security Incident Management Policy and Procedure.

Some of our other security measures include:

- Redundant data centers.
  - Our primary data center is in Chicago
  - Our secondary servers are in Dallas.
- Daily backups of all data.
- Database server sits behind the firewall and is not directly accessible from the web.
- All code is backed-up in a secure repository.
- Alert-Logic Threat Manager that constantly tests our servers for exploits and holes.
- Web Application Firewall or WAF in place that manages and scans traffic and helps to prevent attacks such as DOS or Denial-Of-Service attacks and Brute Force attacks.
- All traffic to and from the web application are secured via SSL encryption.
- Passwords are stored in the database as an MD5 encrypted hash. The hashes are compared to authenticate users therefore we cannot decrypt or provide users passwords. Only option is to reset the password.

- All SSN's are stored in the database using a two-level encryption process. First encryption step is using AES-256 (same encryption the NSA uses to encrypt their data) with a SALT value to encrypt the SSN and then we take an additional step by converting the encrypted string to HEX before storing it in the database. So no SSN's are stored in plain-text at rest.

- All forms that are submitted within the application require unique randomly generated tokens to prevent CSRF or Cross-Site Request Forgery to ensure that all data being posted to our application is only from our application and no outside systems.

- All query statements are utilizing parameterized queries to prevent against SQL Injection Attacks.

worxtime

looking back | thinking forward

City of Jacksonville, Florida

Fees

- Addendum to contract
- Add services from September 12, 2017 to December 31, 2017
- $0.38/PEPM
- $1.50/EE for Mailing of Forms.

2018 will be rebid per your request.

Services

- Employer provides a file of individuals eligible for or covered on current Plan(s); Worxtime will consolidate to complete data warehouse.
- Populates 1094C and 1095C documents and provides in PDF file to client for distribution.
- Optional: Fulfillment services for the 1095C to include print, postage, labor and setup. Includes scans or mail to client for record keeping.
- E-File to the IRS

Employer Participation:
Fulfillment Setup

- Census data
- Logos for letters
- Corporate Address for returned mail.

SOLE SOURCE AWARD **BID # SS-0615-14**

Subject: Reporting Service for the Affordable Care Act

Department: Compensation and Benefits Department

Description of Purchase:
Subject Sole Source was administratively awarded on 9/12/2014 to Worxtime LLC. for administrative services related to compliance to the Affordable Care Act for a three year term in the amount of $60,000.00 for the first year, increased on 01/20/2016 in the amount of $60,000.00 for the second year and increased on 02/11/2016 in the amount of $17,500.00.

Recommend approval to fund the third year of the three year term in the amount of $60,000.00 to Worxtime LLC., for continued service through 9/11/2017.

Recommend approval to increase the award in the amount of $15,000.00 to include the services for mailing the 1095C forms at $1.50 per form mailed. The total maximum indebtedness not-to-exceed $212,500.00.

Funding for this award to be encumbered by account ESCB571-03109, to be executed by Contract Amendment to Contract #10062 through the Office of General Counsel.

Sole Source Award To: Worxtime LLC.

Price Justification: See Attached

Total Award: $212,500.00 **Requisition #** N/A

Attachments: Recommendation Memo, Previous Award(s)

Certification as to Sole Source: Bob Parr, Chief Compensation and Benefits Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Chelsey Renfroe

for **Gregory Pease, Chief Procurement Division**

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eichner
CHAIRMAN

1/12/17
DATE

ACTION OF AWARDING AUTHORITY **DATE:** 1/14/17

MR **APPROVED** _____ **DISAPPROVED** _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-114, Revised 12/2007

SOLE SOURCE AWARD **BID # SS-0615-14**

Subject: Reporting Service for the Affordable Care Act

Department: Compensation and Benefits Department

Description of Purchase:
Subject Sole Source was administratively awarded on 9/12/2014 to Worxtime LLC. for administrative services related to compliance to the Affordable Care Act for a three year term in the amount of $60,000.00 for the first year; and increased on 01/20/2016 in the amount of $60,000.00 for the second year.

Recommend approval to increase the award in the amount of $17,500.00 to include the services for mailing the 1095C forms at $1.75 per form mailed, the period of service remaining the same through 9/11/2017. The total maximum indebtedness not-to-exceed $197,500.00.

Funding for this award to be encumbered by account ESCB571-03109, to be executed by Amendment #2 to Contract #10062 through the Office of General Counsel.

Sole Source Award To: Worxtime LLC.

Price Justification: See Attached

Total Award: $197,500.00 **Requisition #** N/A

Attachments: Recommendation Memo, Previous Award(s)

Certification as to Sole Source: Bob Parr, Chief Compensation and Benefits Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Chelsey Renfroe

Gregory Pease, Chief Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eckler

CHAIRMAN ***DATE*** 2/11/16

ACTION OF AWARDING AUTHORITY

DATE: 2/11/16

APPROVED ✓ **DISAPPROVED** _____

Sam E. Munoz
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority
Executive Order No. 2015-05

OTHER _____

SIGNATURE OF AUTHENTICATION Sam E. Munoz

FORM GB-114, Revised 12/2007

ADMINISTRATIVE AWARD
BID No.: SS-0615-14

DESCRIPTION OF GOODS/SERVICES
Subject bid was awarded 9/12/2014 to Worxtime LLC for administrative services related to compliance to the Affordable Care Act for a three year term in the amount of $60,000.00 for the first year. Recommend approval to increase the award in the amount of $60,000.00 to fund the second year for the continued period of service ending 9/11/2017. To be executed by contract #10062, amendment #1 thru the Office of General Counsel.

FUNDING SOURCE: ESCB571-03109

FOR AGENCY/DEPARTMENT: Employee Services – Compensation and Benefits

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: N/A **NUMBER FIRMS BIDDING:** N/A

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION:
Sole Source pursuant to 126.206

RECOMMEND AWARD TO: WorxTime, LLC.

CONCURRENCE BY: Bob Parr, Chief, Compensation and Benefits

PRICE: $60,000.00 **TERMS:** NET 30 DAYS

REASON FOR NOT ACCEPTING LOW BID: N/A

Analyst

Sharon Bryant-Dallas
Asst. Manager of Purchasing Services

1/20/16
Date

1/20/16
Date

APPROVAL:

Gregory Pease, Chief, Procurement Division

1/21/16
Date

ADMINISTRATIVE AWARD
BID No.: SS-0615-14

DESCRIPTION OF GOODS/SERVICES: Recommend sole source approval to utilize WorxTime, LLC, in the amount not to exceed $60,000.00, as an administrative service to manage compliance requirements with the Affordable Care Act. The WorxTime administrative service will be executed by a formal contract through the Office of General Counsel and encumbered by account ESCB571-03109. Period of service shall be for three (3) years from date of award.

FOR AGENCY/DEPARTMENT: Employee Services – Compensation and Benefits

REQUISITION NUMBERS: N/A

NUMBER FIRMS SOLICITED: N/A **NUMBER FIRMS BIDDING:** N/A

REASON FOR LESS THAN REQUIRED MINIMUM SOLICATION/QUOTATION:
Sole Source pursuant to 126.206

RECOMMEND AWARD TO: WorxTime, LLC.

CONCURRENCE BY: Mary DiPerna, Department of Employee Services

PRICE: Approximately $60,000 **TERMS:** Three (3) years

REASON FOR NOT ACCEPTING LOW BID: N/A

Purchasing Analyst

8/22/14
Date

Manager of Purchasing Services

8/22/14
Date

APPROVAL/DISAPPROVAL:

Gregory Pease, Chief, Procurement Division

9/12/14
Date

QWS3270X 5/8/2017 9:39 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 05/08/2017
LINK TO: ACCOUNT SUMMARY INQUIRY 9:39 AM

FISCAL MO/YEAR : 08 2017 CURRENCY CODE :
INDEX CODE : ESCB571 COMPENSATION & BENEFITS
SUBOBJECT : 03109 PROFESSIONAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	MAY 2017	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	882,957.75	882,957.75
EXPENDITURES	5,737.50	162,739.98	162,739.98
ENCUMBRANCES	-5,737.50	557,344.65	557,344.65
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	162,873.12	162,873.12

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND