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 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 period of service remaining the same through 9/11/2017. 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

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 _____

FORM GB-114, Revised 12/2007

DEPARTMENT OF EMPLOYEE SERVICES

Jacksonville
Where Florida Begins.

MEMORANDUM

TO: Greg Pease, Chairperson
Professional Services Evaluation Committee

FROM: Bob Parr, Chief, Compensation and Benefits
Mary DiPerna, Manager, Compensation and Benefits

SUBJECT: Contract #10062 – WorxTime –SS-0615-14- Amedment #3

DATE: December 29, 2016

This request is to amend the procurement award to include the services for mailing the 1095C forms at $1.50 per form mailed. We would also like to request an increase in the maximum indebtedness by $15,000 to cover this cost for a total maximum indebtedness of $212,500. The additional amount will be paid out of account code ESCB571- 03109.

This contract was effective 09/12/2014 for a three year term to expire on 09/11/2017.

Thank you

Office of Employee Benefits 117 W Duval St., Suite 150 Jacksonville, FL 32202
Phone: 904 630 1314 Fax: 904 630 1294 www.coj.net

AMENDMENT TO
SERVICE AGREEMENT

THIS AMENDMENT TO THE SERVICE AGREEMENT ("Amendment") is entered into as of _____ by and between WORXTIME LLC, a Georgia limited liability company ("Worxtime") and **CITY OF JACKSONVILLE**, specifically defined herein shall have the same meaning as set forth in the Agreement.

WHEREAS, Worxtime and Customer entered into that certain Service Agreement, ("Agreement"), with respect to the Worxtime program and certain services; and

WHEREAS, Worxtime and Customer agree to amend the Agreement as more particularly set forth herein;

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein and in the Agreement, Worxtime and Customer hereby agree as follows:

1. **Mailing of Forms 1095C. Worxtime agrees to mail 1095C forms to all benefit eligible employees for calendar year 2016, subsequent years and renewal years to Your employees that have been offered coverage during the applicable reporting year. The determination as to which employees are to be mailed 1095C forms and to what address such forms will be mailed shall be based on the data provided by You;**
2. **City of Jacksonville agrees to pay $1.50 per mailed 1095C form to Worxtime, LLC for this service;**
3. **The Quantity is to be deteremined and will be deteremined after confirmation of Eligible Employees.**
4. **Except as expressly amended hereby, all the remaining provisions of the Subscription Agreement shall remain in full force and effect.**

The parties hereby agree and consent to the terms and conditions of these Amendments to the stated Subscription Agreement and acknowledge such by executing the Amendments below.

Executed by Customer:	City of Jacksonville	**Accepted By:**	Worxtime, LLC
Signature:		**Signature:**	
Printed Name:	Mary DiPerna	**Printed Name:**	Tearle D. Bagwell
Title:	Internal Audit Specialist	**Title:**	Managing Partner
Date Signed:		**Date Signed:**	
Address:	117 W. Duval Street, Suite 150 Jacksonville, FL 32202	**Address:**	360B Quality Circle Suite 220 Huntsville, Alabama 35640

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"

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

ACTION OF AWARDING AUTHORITY

DATE: 2/11/16

APPROVED ✓ **DISAPPROVED** _____

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

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

1/20/16
Date

Sharon Bryant-Dallas
Asst. Manager of Purchasing Services

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

Marlene Russell
Manager of Purchasing Services

8/22/14
Date

APPROVAL/DISAPPROVAL:

Gregory Pease, Chief, Procurement Division

9/12/14
Date

QWS3270X 1/3/2017 3:11 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 01/03/2017
LINK TO: ACCOUNT SUMMARY INQUIRY 3:11 PM

FISCAL MO/YEAR : 04 2017 CURRENCY CODE :
INDEX CODE : ESCB571 COMPENSATION & BENEFITS
SUBOBJECT : 03109 PROFESSIONAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JAN 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	.00	67,957.94	67,957.94
ENCUMBRANCES	.00	637,949.45	637,949.45
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	177,050.36	177,050.36

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

G014 - RECORD FOUND