City of Jacksonville, Florida

Lenny Curry, Mayor

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

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MEMORANDUM

To: Greg Pease, Chairperson,
Professional Services Evaluation Committee

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

Re: Certification Letter for P – 04-18 ACA Administrative Services

Date: October 30, 2017

Please take the appropriate action to issue a Request for Proposal (RFP) referenced above.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of this RFP is to select a qualified provider who is interested and capable of providing services for the City's ACA Administrative Services.
2. The objectives of this service are to provide services at affordable and competitive costs.
3. The estimated period of time that the plan will be needed is January 1, 2018 through December 31, 2022.
4. The estimated cost is unable to be determined at this time. This information can be provided after the final fee and contract negotiations.
5. The proposed service will not be duplicated because the current contract expires on December 31, 2017.
6. List of current contracts or prior services that will be related to the proposed service. Worxtime currently has the contract and it will expire December 31, 2017.
7. The City cannot perform this service due to lack of personnel.
8. A subcommittee composed of Bob Parr, Chief, Compensation and Benefits (630-7583) and Mary DiPerna, Manager, Compensation and Benefits (630-1314) will accept and review all proposals submitted for this service.
9. The funding source for internal billing is ESCB571, 03109.
10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process.

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Chris Kinley,Regional Sales Director- Florida-TASC
2302 International Lane, Madison, WI
(800)422-4661 x8894, (608)661-9637 fax
Christopher.Kinley@tasconline.com

Bob Young, MEDCOM
Cellphone:(904)322-1820
Email: ryoung@medcom.net

HR Service Inc.
9551 S. 700 E., Suite 200, Salt Lake City, Utah 84070
Phone: 855-447-3375
Email: ClientSupport@HRServiceinc.com

Healthcare Compliance
1157 Division Street, Napa, California 94559
Phone: 800-325-1333, Fax: 800-350-1542
E-mail: info@healthcare-compliance-inc.com

Worxtime-Butch Bryant
bbryant@worxtimehr.com

11. A signed statement to the effect the individuals responsible for developing the scope and

Certification letter and the two individuals named herein to serve as subcommittee members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated August, 2013

(See: http://inside.coj.net/op/pr/default.aspx)

Mary D. Pen — Manager, Comp & Benefits
Subcommittee Member Signature — TITLE

[illegible] — Chief of Compensation & Benefits
Subcommittee Member Signature — TITLE