

**REQUEST FOR PROPOSAL –
6056 REPORTING ASSISTANCE**
CITY OF ST. LOUIS

JULY 28, 2015

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BACKGROUND

CITY OF ST. LOUIS INFORMATION

The City of St. Louis has asked Mercer Health & Benefits (Mercer) to request information regarding your services to assist with Affordable Care Act employer reporting. In addition, the City of St. Louis requests a separate quote to provide fulfillment of the employee mailings.

- The City of St. Louis has approximately 6,700 employees; (4,700 City and 2,000 Police Employees).
- The City of St. Louis has fully insured medical coverage with an approximate 7/1 effective date. UHC is responsible for Minimum Essential Coverage (MEC) 6055 along with form 1094-B and 1095-C.
- The City of St. Louis offers coverage to full-time employees working 30+ hours who are eligible following 30 days from hire.
- The Police are all deemed full-time and offered coverage on date of hire.
- The City of St. Louis has approximately 200 employees with variable hours.
- The City may be eligible for 95% or even 98% reporting methods.
- The City of St. Louis has data housed in several locations, as follows:
 - Payroll
 - 2 HRIS Systems (City and Police)
 - COBRA Files

Requested Services

The City of St. Louis requests your assistance with collecting, managing and organizing the City of St. Louis employee data for IRS reporting purposes. This includes completion of Form 1094-C & Form 1095-C for Employer Shared Responsibility (ESR) (6056). In addition, the City of St. Louis requests a quote for full-time (30+- hour) tracking and eligibility determinations and fulfillment of the employee mailings.

INSTRUCTIONS

General Instructions

Responses to this RFP must not be conditional, incomplete, or contain any alterations from the format provided. Please state any assumptions clearly and directly

Your organization should respond to all questions in their entirety directly in this Word document via “tracked changes”. All documents must clearly indicate the name of the responding organization, as well as the name, address, and telephone number of the primary contact at your organization for this bid.

Submitted proposals must include a cover letter signed by a person authorized to contractually obligate the proposer(s) to the scope, terms, specifications, and pricing contained in the proposal, and must include a signed statement that all proposals, including price are firm for not less than one hundred and eighty (180) days from the proposal submission date.

Bidders must base their proposals on the requirements listed herein. As part of the proposals, bidders should confirm in writing that the proposal is consistent with the requirements outlined herein and *clearly define any and all* deviations. *Proposals must be presented in the format of the bid forms included in this RFP.* All questions must be answered and all instructions must be followed. All proposals must be submitted by the deadline in their entirety.

Questions and Contacts

Communications and questions concerning this RFP may only be directed to Cheryl McGaully via email. Please direct all RFP questions to Cheryl McGaully, via email, prior to August 5, 2015. In order to streamline the RFP process, questions and responses will be shared with all vendors who submit their Intent to Bid.

No other contact with any City official, staff, or employee is permitted before completion of the RFP process except by invitation to do so. Unauthorized contact regarding this RFP may result in disqualification or rejection of a proposal. All communications and questions that arise concerning this RFP should be in written form, citing the specific RFP paragraph or issues in question, and received via e-mail by the Mercer contacts listed on previous page.

Proposal Conditions

Your organization should respond to all questions in their entirety directly in this Word document via “tracked changes”. Answers may not refer to other attachments. Proposals should clearly indicate the services which are being proposed and complete the RFP Response Documents in compliance with the RFP instructions.

Please be advised that by submitting a proposal, each proposer(s) agrees never to claim or file a cause of action or otherwise assert that the City of St. Louis, Agents of Record, employees, officials, and/or legal representatives are responsible or liable in any manner or under any theory

of liability for any risks, costs, or expenses incurred by the proposer(s) in connection with this RFP or any proposal submitted, and that this RFP in no way obligates City of St. Louis to award a contract to any proposer(s). If the RFP includes any estimation of volumes or requirements, the City of St. Louis reserves the right to modify any estimated requirements prior to signing an agreement with the selected proposer(s).

No proposer(s) shall have a claim against the City of St. Louis, its Agents of Record, employees, officials, and/or legal representatives in the event that any estimated requirements are modified for whatever reason. All proposals and any other materials submitted in response to this RFP will become the property of the City of St. Louis and be retained by Mercer and the City of St. Louis.

Please complete the Questionnaire and Fee exhibit. In addition, please provide any other information that you feel will assist the City of St. Louis with the selection of a partner for these services. Any costs associated with preparation of your organization's response to the RFP are entirely your responsibility.

Mercer will prepare an analysis of responses and quotes, and then work with The City of St. Louis to determine next steps. We anticipate that finalists will be chosen for further conversations in mid-August and a partner will be selected by September 1, 2015.

Proposal Submission

Sealed proposals, as well as the required paper and electronic copies of the proposal RFP Response Documents and required attachments, for providing the services described herein must be received **no later than 4:00 PM CDT on August 12, 2015** and in accordance with the instructions delineated in this RFP. Proposals received after that date and time will be rejected and proposers notified.

An electronic copy of your proposal must be e-mailed to Cheryl McGaully at Mercer, cheryl.mcgauly@mercerc.com no later than 4:00 PM CDT on August 12, 2015.

Each proposer(s) must prepare, seal, and submit nine (9) paper copies of the required cover letter, proposal, RFP Response Documents, and required attachments by the due date and time in a sealed envelope(s) or mailing container(s) to the contacts listed below.

Seven (7) of the nine (9) hard copies of your proposal (with the proposals clearly identified as "Proposal for ACA Reporting Services") must be submitted to:

City of St. Louis
Personnel Department
Employee Benefits Section
1114 Market Street, Suite 900
St. Louis, MO 63101

Two (2) hard copies must be submitted to:

Mercer Health & Benefits
 Attn: Cheryl McGauly
 701 Market Street, Suite 1100
 St. Louis, MO 63101

The original proposal that is submitted to Mercer by your organization, as well as any follow-up information or correspondence (oral or written) transmitted to the City or Mercer during the proposal process will be binding. All material submitted during the proposal process becomes the property of the City for their use and disposition.

Please reference the table below for key dates. Direct all questions to Cheryl McGauly at Mercer. **The City of St. Louis should not be contacted.**

Attention: Cheryl McGauly Phone: 314 588 2545 Fax: 314 588 2525 e-mail: cheryl.mcgauly@mercerc.com

A vendor decision will be reached by the City no later than September 1, 2015.

Timetable

Task	Completion Date
Request For Proposal Released	July 27, 2015
Final RFP Questions due to Mercer	August 5, 2015
Proposal Due Date	August 12, 2015
Finalist Selection	Week of August 24th, 2015
Vendor Selection	September 1, 2015
Effective Date	TBD
Final Signed Contract Provided to City	TBD

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OBJECTIVES/REQUIREMENTS

The City has several objectives in soliciting bids for the aforementioned reporting.

- Identify a vendor that will effectively and efficiently administer ACA reporting and 30-hour tracking.
- A vendor with competitive fees and multi-year fee guarantees.
- Retain a vendor that has flexibility in accepting data in the City's formats.
- Identify a vendor that assists in reducing the time and efforts of the City of St. Louis' Human Resources and Payroll Personnel in regards to the required data collection and reporting.

CRITERIA FOR SELECTION

The successful candidate will be required to enter into a contract with the City of St. Louis. Proposals submitted will be considered based on but not limited to the following:

- The size and financial stability of the proposing firm.
- The firm's experience in the administration service to large organizations.
- Multi-year fee guarantees.
- The firm's disclosure of minority and women representation.
- The degree to which the proposal addressed the proposal requirements.
- Willingness to work side by side with the City to meet ACA reporting and tracking requirements

The City reserves the right to:

- Accept any of the proposals submitted;
- Reject any and all proposals submitted; and/or
- Modify or amend any proposal prior to acceptance; and/or
- Proceed to enter into any agreement(s) as it may deem in the best interest of the City of St. Louis

Mercer appreciates the time and effort spent responding to this RFP. If you have any questions regarding the RFP process, the timing or the intent scope of a question, please feel free to contact Mercer. The City of St. Louis should not be contacted.

PROPOSAL REQUIREMENTS

Your proposal should assume that:

- Contract situs state will be Missouri.
- The City, its employees, and its agents will be indemnified and held harmless with respect to any and all claims, suits, actions, liabilities, and costs of any kind arising from the activities of the administrator as agreed under contract.
- Your answers should be based on your current capabilities.
- All information represented in this RFP or subsequently disclosed during the proposal process must be used exclusively for the purpose of responding to this request.
- A sample contract must be provided.

Account management and service requirements

The City requires adherence to the following:

- The City may conduct third party financial and/or operational audits of your service, as the City deems appropriate, at the City's expense. The City expects that you will cooperate in any such third-party audits.
- If at any time, the City is forced to conduct an investigation or audit any of your services as a result of questionable performance, this investigation and the expenses required to remedy found inadequacies will be at your expense.
- No brokerage commission or fees will be paid
- Fees must be guaranteed for a minimum of thirty-six (36) months.
- The company must have the appropriate licensure or authority to do business in the State of Missouri. The company must be current in all taxes and payments prior to execution of an agreement. City license information can be found on the City's website at <http://stlouis.missouri.org>.
- Provide primary customer service function, answer employee questions, and resolve complaints.
- Accept data from the City in the agreed upon data format.

Do you agree to each of the administration requirements specified above? If not, explain.

Having familiarized ourselves with the requirements for the City of St. Louis, we fully understand the amount and qualities of service required and propose to furnish services as specified herein. We agree to the requirements mentioned within this RFP or have noted any requirements that cannot be met by fully disclosing them below the signature line on this page. I certify that I am an officer of the organization and authorized to act in its behalf.

Signature

Title

Company Name

Date

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QUESTIONNAIRE

Question	Response
<p>1. Please provide an overview of the services that you would provide City of St. Louis, how you envision the relationship would be managed, and your assurance of providing excellent service to City of St. Louis.</p>	
<p>2. Please provide a brief description of minority and women representation in your firm and your firm’s experience with minority and women owned service contractors. For this specific account, please describe minority and women representation and level of involvement. Mayoral Executive Order Number 34 (see Appendix MBE and WBE information) sets forth objectives for obtaining minority and female participation in professional services contracts. The City of St. Louis reserves the right to hire multiple contractors to achieve this goal. Firms are encouraged to include a minority participation plan in their proposal submissions.</p>	
<p>3. What is the involvement needed from the City of St. Louis and your approximate amount of time the City of St. Louis will need to dedicate to this process given use of your services?</p>	
<p>4. In a short summary, provide an overview of your organization. Key elements should include when your organization was founded, Federal tax ID number, total annual revenue, number of employees, primary lines of business, and experience assisting employers with these and similar services.</p>	
<p>5. Does your company carry errors and omissions coverage? What is the liability limits?</p>	

Question	Response
<p>6. Bidder(s) shall be required to comply with all ordinances of the City of St. Louis including Ordinance No. 65597, the St. Louis Living Wage Ordinance. This Ordinance can be found on the City’s website at http://stlouis.missouri.org. The Mayor of the City of St. Louis has issued Executive Order #28 regarding Minority and Women Business Enterprises included in Appendix. Proposals should discuss how bidder will comply with the provisions of said order.</p>	
<p>7. The selected bidder shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein. By responding to this RFP, you are stating that you are familiar with all federal, state, and local laws, ordinances, codes, rules, and regulations that may in any way affect the services and products to be provided.</p>	
<p>8. The bidder agrees to keep the information provided herein confidential. This requirement applies whether or not the recipient of the RFP package agrees to bid. Other than reports submitted to the City, the recipient/bidder agrees not to publish or reproduce or in any other way divulge such information in whole or part, in any manner of form, or authorize or permit others to do so.</p>	

Question	Response
<p>9. As a condition for the award of a contract from this RFP, the bidder shall, pursuant to the provisions of Sections 285.525 through 285.555 of the Revised Statutes of Missouri, as, by sworn affidavit (attached hereto in Appendix) and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this contract. The bidder shall also complete and submit an affidavit (attached hereto in Appendix) affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contract pursuant to the above stated statutes.</p>	
<p>10. Which services do you subcontract, if any? Provide brief details of how and by whom these services are provided and your role in managing their delivery.</p>	
<p>11. Please provide an overview of the process for collecting, managing and organizing the City of St. Louis employee data for IRS reporting purposes, and separately for tracking employee hours for eligibility purposes.</p>	
<p>12. Can your firm provide 6056 reporting assistance on a stand-alone basis? Or, is your offering packaged with full-time (30+-hour) tracking and eligibility determinations?</p>	
<p>13. Provide your standard file format to receive and process the data elements for 6056 reporting.</p> <p style="padding-left: 40px;">a. Will you accept data in City of St. Louis's format? Will you accept third-party submissions on behalf of the City of St. Louis?</p>	
<p>14. How many file feeds are included in the pricing you have set forth? How much would each additional feed cost?</p>	

Question	Response
15. How often do you request and process City of St. Louis's data? Please provide timing throughout the year. City of St. Louis will require monthly feeds.	
16. Please describe your process for checking data integrity upon receipt of the data. How do you report this information to City of St. Louis, and what is City of St. Louis's involvement in any data issue resolution?	
17. Please describe the format and the options you offer for generating and delivering the IRS Forms 1094-C and 1095-C to City of St. Louis, as well as options to transmit to the IRS. Do fees vary if you transmit the forms?	
18. If desired, would City of St. Louis have on-line access to the data and is the data "exportable" to City of St. Louis? What types of formats are available to export such data?	
19. Do you provide an Employer Dashboard?	
20. Please describe the options and process for providing fulfillment services of the individual statements and mailings for 6056.	
21. Do you offer a technology platform/portal where the City of St. Louis and its employees can access applicable tax form? How will the City of St. Louis employees contact you for the support?	
22. Will you prepare the required forms for those who are not active employees (i.e. COBRA, retirees, QBs)?	
23. Will you solicit the taxpayer identification numbers as the rules require? Or will the City of St. Louis be responsible for doing that?	

Question	Response
<p>24. Please confirm your services to assist City of St. Louis in the event that it has to appeal any Code Section 4890H shared responsibility penalty that may be assessed against City of St. Louis based upon coverage during the July. 1, 2015 plan year.</p> <ul style="list-style-type: none"> a. Will you respond to appeals on City of St. Louis' behalf? Please describe the process and City of St. Louis' involvement needed. b. If not, please confirm you will provide such assistance so as to permit City of St. Louis to meet all applicable deadlines and other requirements of the appeals process as they may be set forth by regulators. c. Explain the process f an appeal occurs after termination, but during the time under your services? 	
<p>25. Confirm that you will comply with any additional guidance (whether regulatory or sub-regulatory) concerning the reporting obligations under Cole Sections 6056.</p>	
<p>26. Please describe or provide documentation outlining your data safeguards and information security practices and procedures. This should include but not be limited to your organization's privacy policies (including management and review thereof), physical and logical access controls including password controls and protections, operational management controls, vulnerability, anti-virus and anti-malware management, network security (e.g. intrusion detection and/or prevention, firewall management and monitoring), encryption method of data at rest and in motion, and breach and incident management and response.</p>	

Question	Response
27. Provide your sample contract or service agreement. <ul style="list-style-type: none"> a. Describe your proposed contract term for City of St. Louis, termination provisions, and how data is handled at termination. b. Describe your proposed indemnification provision for City of St. Louis, if different than the provision included in your sample contract. c. Describe your data security protocols. 	
28. Please provide an implementation plan with detailed timing and steps for initial data collection for 2015 plan year and the filing process for 2015. Outline all key City of St. Louis responsibilities and timing.	
29. What occurs with the City of St. Louis data open termination?	
30. Provide an ongoing service schedule and timing for future years.	
31. Provide samples of the reports, files, etc. that your organization would send to City of St. Louis.	
32. Confirm a dedicated account manager will be assigned to City of St. Louis and provide an overview of the entire account team that will be assigned to City of St. Louis. If this is not provided, how will the City of St. Louis contact you for support?	
33. Please provide your proposed Service Level Agreements (SLAs) for City of St. Louis, including a description and measurement criteria and fees at risk.	

30-HOUR TRACKING

The following table includes questions pertaining to Employer Shared Responsibility (ESR) full-time (30+-hour) tracking and eligibility determinations.

Question	Response
1. Please confirm that you will track data using any permissible measurement/administrative/stability periods	

Question	Response
<p>permitted by Treas. Reg. 54-4980H-3(d) that City of St. Louis selects.</p> <ul style="list-style-type: none"> • If there is a minimum administrative period that you need, please identify that period. • Confirm that you will track data by employee group if the City of St. Louis chooses to vary the duration and start dates of measurement and stability periods by employee group. 	
<p>2. Do you provide lookback and stability period calculations?</p>	
<p>3. Can you support more than one hourly data tracking method (i.e. lookback for hourly and monthly for salaried)?</p>	
<p>4. How do you handle new hires?</p> <ul style="list-style-type: none"> • Will you apply the initial measurement period if the person is seasonal/variable hour/part-time? • Who will make the classification decision? • What do you need from the employer to support this classification? • Will you keep records to support this classification decision? 	
<p>5. What is included in your compliance reporting package?</p> <ul style="list-style-type: none"> • FT eligible population counts by month? • Can you administer full-time eligible population counts by payroll dates? • Hourly trending by employee? • Annual employee eligibility and affordability by applicable large employer (ALE) member for each month? • Monthly updates for percentage of full-time employees offered MEC. • Others? 	
<p>6. Do you flag individuals that pose a risk for ESR assessments?</p>	
<p>7. Do you or St. Louis City make classifications decisions? If your organization does this service, what do you need to support this classification and will you keep records to support this classification</p>	
<p>8. How long do you store the employer data in your system?</p>	

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FEE QUOTE

Please provide your firm quote for an annual fee for the services described within this RFI, which one:

- 1094-C (6056)
- 1095-C (6056)
- 30-hour tracking and eligibility determinations
- Mail and distributions of 1095-C – individual statements

Please clearly outline your assumptions and the services as they tie to your proposed fees. List any additional services that you can provide. Please include the following:

- Base annual fee for 2015 through 2017 – including basis, three year fee guarantee, assumptions for number of employees and/or covered members, number of data feeds; assume that your firm provides the reporting information to City of St. Louis to transmit to IRS and send employee statements.
- Additional fee to transmit reporting to the IRS on City of St. Louis's behalf
- Additional fee to provide mailings to employee homes
- Additional fee, if any, for additional file feed
- Any additional one time or add-on fees; please describe in detail.
- Any additional services you can offer to City of St. Louis (priced separately); for example, responding to IRS inquiries if not included in your core services

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DATA SECURITY

Question	Yes/No	Brief Description
<p>1. Please indicate whether your organization's privacy and information security policies and procedures cover the following, and if yes, please provide a brief description of the policy or procedure.</p> <ul style="list-style-type: none"> a) Code of Conduct b) Account Management c) Passwords d) Data Classification e) Third Party Information Security f) Mobile Computing g) Use of Cryptography (for data in motion and at rest) h)Operational Management (e.g. including but not limited to change management and software development, incident and breach response, vulnerability and patch management, network security including firewalls and intrusion detection) i) Disaster Recovery j) Data Secure Disposal k) Email and Internet Appropriate Use l) Privacy Policy m) Employee Background Checks n) Proof of Bonding 		
<p>2. How long do you store employer data in your system?</p>		

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APPENDIX

- Affidavit
- MBE/WBE Information

Affidavit

EXHIBIT _____

STATE OF _____)
)SS.
COUNTY OF _____)

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared _____
(**Name**) who, by me being duly sworn, deposed as follows:

My name is _____ (**Name**), I am of sound mind, capable of making
this Affidavit, and personally acquainted with the facts herein stated:

I am the _____ (**Position/Title**) of _____. (**Bidder**)

I have the legal authority to make the following assertions:

1. _____ (**Bidder**) is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with this Agreement, as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as .
2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as , _____ (**Bidder**) does not knowingly employ any person who is an unauthorized alien in connection with this Agreement.

Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal
this ____ day of _____, 20__.

Notary Public

My Commission Expires: _____

MBE/WBE Information

A copy of the Executive Order #28 is included separately with the RFP documents.



Mercer (US) Inc.
Address 1
Address 2
+0 000 000 0000