



Office of the County Executive

MONROE COUNTY, NEW YORK

Cheryl Dinolfo
County Executive

October 7, 2016

OFFICIAL FILE COPY
No. <u>160311</u>
Not to be removed from the Office of the Legislature Of Monroe County
Committee Assignment
WAYS & MEANS -L

To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize a Contract with HB Solutions, LLC for the Third Party Administration of the Affordable Care Act's Reporting Requirements for Monroe County Employees and Retirees

Honorable Legislators:

I recommend that Your Honorable Body authorize a contract with the HB Solutions, LLC, in an amount not to exceed \$130,000, for the third party administration of the Affordable Care Act's reporting requirements for Monroe County employees and retirees, for the period of October 1, 2016 through December 31, 2017, with the option to renew for two (2) additional one-year extensions. Escalations of the two (2) additional one-year extensions will be limited to an amount equal to the increase in the previous year's Consumer Price Index (U.S. City Average CPI-U from the Bureau of Labor Statistics), but no more than 2% from the previous year.

HB Solutions, LLC will provide third party administration for compliance with the various reporting requirements of the Affordable Care Act for Monroe County employees and retirees. Administration includes on-boarding, tracking of hours and measurement cycles, stability period notifications, preparation of IRS 6055 & 6056, other reporting requirements mandated by the Affordable Care Act, and submitting, printing and mailing of the required forms.

A request for proposals was issued for this contract and HB Solutions, LLC was selected as the most qualified to provide this service.

The specific legislative action required is to authorize the County Executive, or her designee, to execute a contract, and any amendments thereto, with HB Solutions, LLC, 99 Garnsey Road, Pittsford New York 14534, for the third party administration of the Affordable Care Act's reporting requirements for Monroe County employees and retirees, in an amount not to exceed \$130,000, for the period of October 1, 2016 through December 31, 2017, with the option to renew for two (2) additional one-year extensions. Escalations of the two (2) additional one-year extensions will be limited to an amount equal to the increase in the previous year's Consumer Price Index (U.S. City Average CPI-U from the Bureau of Labor Statistics), but no more than 2% from the previous year.

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Environmental assessments were completed for this action and it was determined that there would be no significant effect on the environment.

Funding for this contract is included in the 2016 operating budget within the benefits appropriations of the departments and will be requested in future years' budgets. No additional net County support is required in the current Monroe County budget.

The records in the Office of the Monroe County Treasury have indicated that neither HB Solutions, LLC, nor any of its principal officers, owe any delinquent Monroe County property taxes. The principal officers of the firm are:

James A. Spitz
William Kedley
Thomas S. Abbott

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,



Cheryl Dinolfo
Monroe County Executive

CD:db

FOR THE COUNTY CLERK
MONROE COUNTY RECORDS
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