

**OFFICE OF THE CITY MANAGER
LITTLE ROCK, ARKANSAS**

**BOARD OF DIRECTORS COMMUNICATION
NOVEMBER 17, 2020 AGENDA**

Subject:	Action Required:	Approved By:
<p>To authorize an extension of the existing contract with Explain My Benefits, LLC, for web-based Benefit Administration, Enrollment Services and Affordable Care Act Reporting.</p> <p>Submitted By:</p> <p>Human Resources Department</p>	<p>Ordinance √ Resolution</p>	<p>Bruce T. Moore City Manager</p>
SYNOPSIS	<p>A resolution to authorize the City Manager to extend the agreement with Explain My Benefits, LLC, for web-based Benefit Administration, Enrollment Services and Affordable Care Act Reporting for the period of January 1, 2021, to December 31, 2021.</p>	
FISCAL IMPACT	<p>The amount is not to exceed \$85,000.00 for all services. Funds required for this contract extension will be available from a line item in the 2021 Budget.</p>	
RECOMMENDATION	<p>Approval of the resolution.</p>	
BACKGROUND	<p>On August 24, 2016, the City issued a Request for Proposal (RFP) for Benefit Administration and Enrollment Services for eligible employees and dependents of the City and the City's participating affiliated agencies. The RFP stated that the term of contract award will be for one (1)-year beginning January 1, 2017. Upon mutual agreement the contract may be extended for up to six (6) additional one (1) year terms, or a portion thereof. This represents year five (5) of the seven (7) year term, and the contract may be extended two (2) additional years upon mutual agreement of the parties in accordance with the renewal clause in the original agreement.</p>	

**BACKGROUND
CONTINUED**

Explain My Benefits, LLC (EMB), is an Enrollment and Consulting Firm and is engaged in the business of developing and maintaining an employee benefits enrollment and administration system, utilizing Auto-Bene™ and eElect™ services of Innovative Process Administration LLC (“IPA”). EMB submitted a response and proposal to the City's RFP and the City determined that EMB was the lowest responsible and responsive bidder.

On November 28, 2016, the City and EMB entered into an Open Enrollment Service Agreement for Benefit Administration and Enrollment Services related to the employee benefits plans provided by the City, and the City’s participating affiliated agencies, to their eligible employees and dependents, and for certain Web-Based Applications as defined in the agreement. In addition, the City has retained EMB for Patient Protection and Affordable Care Act Forms 1094-C and 1095-C Reporting Services set forth in Appendix B to the agreement.