

**REQUEST FOR PROPOSAL (RFP)
AFORDABLE CARE ACT (ACA)
CONSULTING SERVICES**

RESPONSE TO RFP QUESTIONS

1. Can you please provide the total number of employees not just the ones that are currently receiving coverage?
 - **The State of Connecticut issued 89,790 W-2's for active employees and 52,038 1099's for Retirees.**
2. Can you please provide how many EIN's are involved?
 - **The State of Connecticut has one (1) EIN.**
3. What is the total number of expected 1095 recipients (2016 employees and under 65 retirees)?
 - **Approximately 150,000.**
4. What percentage of the recipients are expected to receive their forms via "snail mail" and electronically?
 - **The expectation is that everyone will receive a printed copy by US mail.**
5. Whose responsibility will it be to send the electronic forms? If it's the vendor, will the vendor be using a portal or email?
 - **Presume a vendor portal for printing/sending forms but provide information on all available options.**
6. How many different time & attendance systems and files are there?
 - **Core-CT is the system of record for all time reporters in the State of Connecticut with the exception of 4 agencies: Legislative Management (and related commissions), Judicial, and University of Connecticut (through September 2016), and University of Connecticut Health Center. Additionally, there are a number of employees in the State who are not time reporters. These individuals are paid via Additional Pay.**

7. What is the frequency of the time & attendance files (weekly, bi-weekly, monthly, other)?
 - **Time and attendance files are biweekly. Employees who are paid using monthly and semi-monthly are not time reporters. Currently, non-time reporters are paid through Additional Pay.**
8. How many different Measurement Periods are there?
 - **There is a twelve (12) month look back measurement period but the State is open to suggestions on the best method to use.**
9. What types of "challenges" is the State experiencing re: time & attendance data?
 - **The biggest challenge faced by the State stems from attempts to extract enrollment/eligibility/HR data from existing systems and converting them to the required forms. In addition not all employees are time reporters and some are tracked outside of Core-CT. Many employees have multiple jobs across one or more agencies, with various start and end dates, making the FTE difficult to determine and for the 2016 tax year, the University of Connecticut will be a non-time reporter through September 15th and a time reporter agency after that date.**
10. Is all hours worked data expressed in hours or are there flat payment amounts that need to be converted to hours? If so, please provide.
 - **Attendance is tracked in hours, but there are amounts that are tracked on the timesheet. These include: Shift Differential, Weekend Differential, On-Call, Per Diems, Interpreter pay, coaching pay. These are distinguished by the Time Reporting Code (TRC).**
11. Does the State also need the vendor to handle recipient questions via an ACA contact center? If so, will infrastructure need to support phone and email?
 - **Yes, the State will need the vendor to handle recipient questions via an ACA contact center and infrastructure will be needed to support phone and email.**
12. Does the State also need the vendor to handle recipient communications prior to the distribution of the forms?
 - **Yes, the State will need the vendor to handle recipient communications prior to the distribution of forms.**

13. Does the State also need the vendor to handle the return-to-sender process for undeliverable forms?

- **No, the undeliverable forms should be returned to the Office of the State Comptroller.**

14. Does the State require weekly status meetings/calls?

- **Yes, in particular during implementation, critical processing and heavy operational periods.**

15. What types of risk is the State concerned about?

- **The State is most concerned about the risk and penalties associated with failing to provide coverage to 95% of its full-time by the required deadline. There is also a concern regarding the difficulty of extracting data elements needed to generate 1095-C and 1094-C reporting across current system software.**

16. Is the State amenable to a multi-year contract?

- **This option will be discussed as apart of negotiations with the vendor selected to perform the services stated in the RFP.**

17. Does the State also need ACA compliance legal services?

- **Yes, the State will need ACA compliance legal services.**

18. Who will the selected vendor be working with - the State directly and/or its consultants/vendors?

- **The selected vendor will be working directly with the staff of the Office of the State Comptroller.**

19. What types of performance guarantees is the State seeking?

- **The State of Connecticut expects the vendor, as a part of their proposal, to provide examples of performance guarantees with organizations of similar size to the State of Connecticut.**

20. Is the State interested in related employee eligibility auditing services that can not only fund this work, but also generate a positive ROI?

- **No, the State is not currently seeking this service.**

21. Is the State interested in an audit of last year's 1095/1094 information to ensure the same mistakes are not repeated?

- **The State would entertain proposal responses that provide an audit of last year's 1095/1094 information as a part of the services being proposed.**

22. On a scale of 1 to 10 where 1 is the lowest and 10 is the highest, what is the quality of the source data?

- **The State would rate the quality of PeopleSoft HRMS source data a 7.**

23. What file format does the PeopleSoft self-service module accept for individual 1095-C form distribution/notification?

- **Oracle/PeopleSoft 1095-C self service module has not been finalized by Oracle.**

24. Are all participants' employee demographic information housed in PeopleSoft, excluding COBRA and Retiree?

- **Active employee and retiree demographic information is housed within PeopleSoft. Data for COBRA participants and other ancillary groups are housed within health carrier ASO service systems.**

25. Who is OSC's current Benefits Administrator?

- **The Office of the State Comptroller administers the benefits with consulting assistance.**

26. How was ACA managed in 2015? How many files were sent? How many 1095 forms were distributed?

- **Data collection and form distribution was completed within a development environment of our PeopleSoft system. 150,000 forms were sent. 100 pairs of files were uploaded to the IRS.**

27. Does OSC have any unions?

- **Here are the various bargaining units:**

- 01 Exempt/Elected/Appointed**
- 02 Managerial**
- 03 Confidential**
- 04 Other Non-Bargaining**
- 05 State Police (NP-1)**

06 Service/Maintenance (NP-2)
07 Administrative Clerical (NP-3)
08 Correctional Officers (NP-4)
09 Protective Services (NP-5)
10 Health NonProfessional (NP-6)
11 Health Professional (P-1)
12 Social and Human Services(P-2)
13 Education A (P-3A)
14 Education B (P-3B)
15 Engineer, Scien, Tech (P-4)
16 Admin and Residual (P-5)
17 St Vocation Federation Teacher
18 Amercan Fed of School Admin
19 Comm College Faculty - AFT
20 Comm College Confid Exclusions
21 State University Faculty
22 State University Non-Fac Prof
23 State University Exempt
24 CT Housing and Finance Auth
25 Comm College Faculty CCCC
26 Comm College - Non Bargaining
27 Higher Education - Professionl
28 UConn - Faculty
29 UConn - Non-Faculty
30 UConn - EO Smith School
31 UConn - Exempt
32 UCHC - Exempt
33 UCHC - Faculty - AAUP
34 UConn - Law School Faculty
35 UHC- Faculty - Non-Bargaining
39 Legislative Management
40 Judicial - Judges
41 Judicial - Mgr and Conf
42 Judicial - Professional
43 Judicial - Non-Professional
44 Judicial - Law Clerks
45 UCHC Univ Hlth Professionals
46 Comm College Admin - CCCC
47 Bd/St Acad Awd Exempt
49 Contractual
50 Comm College Mgmt Exclusions
53 Crim Justice Non-Mgmt Exempts
54 Conn Assoc Prosecutors
55 Comm College Admin - AFSCME
56 Conn Development Authority
57 Criminal Justice Residual

59 Higher Ed - Professional Emp
60 Bd State Acad Awards Prof
62 Connecticut Innovations Inc
63 Higher Ed - Confidential
64 Conn Lottery Exclusion
65 Judicial - Judicial Marshals
66 BESB Industries (NP-7)
67 Correctional Supervisor (NP-8)
68 StatePoliceLts&Captains (NP-9)
70 Crim Justice Managerial Exempt
71 Criminal Justice - Statutory
72 DPDS Public Defenders
73 DPDS Chief Public Defenders
74 Criminal Justice Inspectors
75 DPDS Exempt
76 DPDS Executive PDs
77 Auditors of Public Accounts
78 Comm College AFT Couns/Lib
79 DivPublicDefSrvs - Statutory
80 Judicial - Supvr Jud Marshals
99 No Designated Unit

28. Just to verify, ACA services in scope are needed for the 2016 reporting year?

- **Yes, ACA services in scope are needed for the 2016 reporting year.**

29. Who is OSC's current HRIS & Payroll systems?

- **Oracle PeopleSoft HRMS 9.2.**

30. When does OSC's Open Enrollment take place?

- **Open Enrollment typically occurs in May of each year with coverage effective July 1st.**

31. Please identify any state agencies or organizations who may use a separate vendor to handle their ACA compliance.

- **The Office of the State Comptroller is responsible for ACA compliance.**

32. Is all benefits enrollment data centrally managed by Core CT? If not, what other systems outside of Core CT are managing data?

- **All State employee benefits enrollment data is maintained in Core-CT. COBRA, ancillary groups under 50 employees and Connecticut Partnership**

groups under 50 are maintained in separate systems. For 2015, our carriers sent this data via interface file. The data was merged with State employee data prior to printing the 1095-C forms.

33. Is all payroll centrally managed by Core CT? If not, what other systems outside of Core CT are managing data?

- **Core-CT processes all payroll data centrally but receives inbound feeds from limited scope agencies (University of Connecticut, University of Connecticut Health Center, Legislative Management, and the Judicial Department).**

Time and Labor data for certain agency employees are housed in a legacy system. Credit hours for adjunct faculty teaching at one or more institutions within the State of Connecticut are monitored by OSC outside of Core-CT.

34. Are all offers of coverage centrally managed by Core CT? If not, what other systems outside of Core CT are managing data?

- **All offers of coverage are handled through Core-CT.**

35. Are all health plan offerings uniform across all state agencies and universities or are there different benefit plans offered depending on location, agency, etc.?

- **All eligible employees are offered the same plan options. Premium shares may vary.**

36. Are the non-state employers eligible to participate in CT Partnership 2.0 considered part of the same control group as the State?

- **No, we only report enrollment for groups that have less than fifty (50) employees. Non-state employees eligible to participate in CT Partnership 2.0 are solely responsible for making and monitoring offers of coverage.**

37. Is the State of CT a designated government entity reporting for any other employers?

- **No, the State is not a designated government entity reporting for any other employers.**

38. How many separate systems are used by the State to track hours?

- **Approximately five (5) agencies collect attendance data in their own systems and transmit it to Core-CT's Time and Labor module. The four (4) Limited Scope Agencies collect attendance data in their own systems calculate pay. These agencies transmit Payroll transactions to the Core-CT Payroll module, bypassing attendance.**

39. How are hours being tracked for adjunct faculty?

- **Agencies have the option to pay Adjuncts through Time and Labor or Payroll. Most opt to use Payroll, in which hours are not tracked.**

40. What is the typical development time on generating data feeds?

- **The typical development time to generate data fields is 6 to 8 weeks.**

41. What does the State of CT hope to achieve with electronic form delivery?

- **Reduce the number of printed forms and decrease cost.**

42. In what tax year does State of CT want to deploy electronic form delivery?

- **2016**

43. Does the State of CT currently have a process to capture employee consent for electronic form delivery?

- **No, Oracle PeopleSoft HRMS 9.2, Oracle has not finalized consent/electronic form delivery.**