REQUEST FOR INFORMATION
Minnesota Management & Budget
Affordable Care Act Reporting under IRS Sections 6055 and 6056
(ACA 1095 REPORTING)

Issued: Monday, May 16, 2016

Questions due: June 2, 2016

Responses Due: Friday, June 17, 2016

Project Overview

Minnesota Management & Budget, acting on behalf of the State of Minnesota, is requesting information relative to the provision of services for information reporting under IRS Section 6055 and 6056 (ACA IRS Forms 1095-B and 1094-B). The State of Minnesota invites all interested parties to submit a written response to this Request for Information (RFI).

Background

This RFI is being sought strictly for the purpose of gaining knowledge of services for reporting on IRS Section 6055 and 6056, with an estimate of the corresponding costs and should not be construed as intent, commitment, or promise to acquire services, supplies or solutions offered. **No contract will result from any response to this RFI.**

Information submitted in response to this RFI will become property of the State of Minnesota and will be public information.

The State of Minnesota will not pay for any information herein requested nor is it liable for any cost incurred by the vendor in preparing a response to this RFI.

Instructions

RFI responses are due on or before June 17, 2016 at lorna.smith@state.mn.us. Late submissions may not be addressed. Questions may be directed to lorna.smith@state.mn.us by June 2, 2016. Questions submitted after June 2, 2016 may not be addressed.

Please include following 10 questions or statements included in the Response Content section of this RFI followed by your response. Responders may provide additional information.

Other State employees are NOT authorized to discuss this request for information with responders before the submission deadline.

Project Description

The State has a benefits, payroll, and human resources information management system that provides its information reporting under IRS Section 6055 and 6056 for all active state employees. The State has approximately 4,500 former employees and their dependents who are

enrolled in the State's employee insurance benefits program but are not administered through the State's information system. A secondary reporting method is only sought for these former employees.

The State is open to a variety of solutions to this reporting requirement. Solutions may include software that allows the State to do its own reporting on these former employees or a vendor that will do the reporting. The State is able to collect data from its three third party administrators who service these members. That data can be configured into a specified format. The forms will primarily be 1094/1094-B. We may include a very small group of current employees but will provide codes required on Form 1095-C (Lines 14, 15 and 16) so the software does not need to make those determinations.

The State is not seeking to purchase a new information system for its active employee population. The State is seeking an information reporting solution for a secondary population of approximately 4,500 policy holders. Any solution must be in proportion to its anticipated use.

Response Content

We appreciate your response to this request. We are looking for brief responses. Below we ask for general information and then pose some additional questions to help clarify. These additional questions are not meant to limit your response.

1. Describe how your company provides these reporting services.

   - Selling software: The vendor provides the customer software and the customer produces the forms and submits them to employees and the IRS. Describe the software. Or,

   - Selling a service: The customer submits a spreadsheet to the vendor who then produces the forms and submit them to employees and the IRS. Please provide a high level explanation of the process.

2. Tell us about the software used to produce the 1095s/1094s.

   Is it mainly a (benefits/human resources/payroll) information administration system or is its sole purpose to produce these forms?

   Does the software identity reporting issues (such as missing or duplicate SSNs, missing data, duplicate policy holders, or find symbols that the IRS will not recognize?)

   Does the software have the ability to allow the user to create a reissue or a corrected 1094 or 1095 form? Or will we need to start over?

3. Describe the security features for this project.

Include a brief description of the security features for the software, the data storage environment, and transmission. If the vendor holds the data, include information about the vendor's physical security.

4. Describe the vendor's experience in providing this service.

   How many customers did you have for the 2015 reporting year? Approximately how many 1095s did you produce? How many employees were included in your top five largest customers?

5. Will customers have a dedicated service representative that is available by phone within 4 business hours of a call from the customer during both January and March?

6. What guarantee is there that the forms will be completed and submitted according to the regulations?

7. Provide information about access to the data.

   Does the vendor hold the data? Will the vendor destroy the data upon request of the customer? How will the vendor destroy the data and will verification of the destruction be provided to the customer? Will the vendor provide the customer with a full set of completed documents?

8. What ancillary services does your organization provide?

   For example, collecting SSNs, finding current addresses.

9. Detail the costs for this project. Assume 4,500 policy holders. Include all fees, assessments and other costs associated with this project.

   Purchasing software: Is the customer required to pay for the whole system up front, or are there monthly options? Is there a cost for upgrades, and if so please explain?

   Purchasing a service: Detail all costs, fees and other charges associated with the project. Please break the cost out per form including any other charges.

   General: Are customers required to commit to multiple years? Are there implementation costs? Are there separate fees for filing the Form 1094 with the IRS? Is there a requirement to buy special paper and envelopes, a per form cost, etc.? The cost for paper and envelops, printing and postage.

   Ancillary services: Missing SSNs. Finding current addresses. Storing data.

10. Would you respond to an RFP to provide these services for this portion of the State's membership?