

## APPENDIX A – TECHNICAL SPECIFICATIONS

The Proposer shall provide all of the below outlined services necessary to comply with the ACA Employer Reporting mandates for JEA employees. The following shall be provided no less than annually to JEA during the period of the Agreement for Professional Services between Proposer and JEA.

- A. The effective date of these services is to be **August 1, 2023** and is renewable for four (4) consecutive years at the sole discretion of JEA.
- B. Provide strategic planning session with a dedicated Account Manager
- C. Provide JEA with a fee payment plan that allows JEA to pay their fees 45 days in arrears
- D. Provide JEA 1094-C forms, completed as required by the ACA in .pdf format, via secure methods a minimum of 5 days before the due date
- E. Provide JEA 1095-C forms, completed as required by the ACA in .pdf format, via secure methods a minimum of 5 days before the due date
- F. Provide JEA employees their 1095-C forms, via the Mail Fulfillment Service, before the due date.
- G. Monitors employees' work hours in real time
- H. System must be able to accept bi-weekly hours worked file feeds
- I. Sends automated alerts to provide status of hours worked
- J. Identification, collection, analysis and management of relevant and required data
- K. Projects probability of part-time employees moving to full-time status, based on previous hours
- L. Reports which employees qualify as full-time for purposes of benefit offerings
- M. Must offer guaranteed compliance with all new mandates as ordered by the ACA
- N. System must be compliant with all health coverage mandate
- O. Contractor must electronically submit file to IRS, after prior verification by Client and with Client Signature, as required and by the due date
- P. System must provide IRS correction information for review, correction, and must electronically refile corrections to the IRS, at no additional cost to the client
- Q. Provide all necessary reports if JEA were ever to undergo an IRS audit
- R. Extensive ad hoc reporting and custom analysis tools to allow the user to create and schedule virtually any report to support budgeting and organizational breakdown in any format as needed with no additional charge (as applicable)
- S. System must offer customized Data file mapping
- T. Customized, automated email alerts which can be sent to any user as requested to notify of various actions within the measurement/admin/stability period to eliminate the need for manual tracking
- U. Built-in file discrepancy identification and resolution for real-time audit
- V. IRS forms 6055 and 6056 as standard reports in the reporting section of the product
- W. The Proposer and each subcontracted vendor offered by the Proposer must have all the necessary Florida and any applicable other State Licenses, approvals, filing registrations and/or certificates to offer the products and services requested in this RFP (as applicable).