



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: January 15, 2019

Subject: Contract with Worxtime, LLC for ACA Reporting Services

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Human Resources Director, or designee, to execute a three-year software and service contract with Worxtime, LLC in an amount not to exceed \$225,000 effective January 1, 2019 through December 31, 2021.

**FISCAL IMPACT:**

The cost of this contract is 100% funded through the Benefits Administration Fee.

**BACKGROUND:**

The Affordable Care Act (ACA) requires that the County file information returns with the Internal Revenue Service and provide statements to employees about the health insurance coverage offered by Contra Costa County. Worxtime, LLC will assist the Human Resources Department to comply with the ACA requirement by providing a cloud-hosted software solution. The system will enable the County to provide required data to Worxtime electronically. Worxtime will file the IRS required reports and mail the required statements to County employees. The contract obligates the County to indemnify Worxtime for losses arising out of the County's breach of the agreement.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **01/15/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 15, 2019

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Dianne Dinsmore  
925-335-1776

cc:



CONSEQUENCE OF NEGATIVE ACTION:

If the contract is not approved, the County will be unable to file timely and accurate returns to the IRS and furnish statements to employees as required by law and as a result, may incur significant fines imposed by the federal government.