



**Contra
Costa
County**

To: Board of Supervisors
From: Ann Elliott, Human Resources Director
Date: November 9, 2021

Subject: Contract extension with Worxtime, LLC, for Affordable Care Act compliance software and services for IRS required reporting

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Human Resources Director, or designee, to extend the contract term with Worxtime, LLC from December 31, 2021 to December 31, 2022, and increase the contract payment limit by \$75,000 to a new payment limit of \$300,000.

FISCAL IMPACT:

The cost of this contract is funded through the Benefits Administration Fee, which is a fee charged to all departments whose employees receive benefits through Human Resources.

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. The term extension and payment limit

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/09/2021** ☒ 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: November 9, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Salma Sadiq (925)
655-2176

increase will allow the Human Resources Department to continue to use the Worxtime software solution.

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 statement to employees as required by law and as a result, may incur significant fines imposed by the federal government.