



2014 JUN 20 PM 2:16

OFFICE OF THE
SECRETARY

VINCENT C. GRAY

MAYOR

JUN 20 2014

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Ave., N.W., Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

Pursuant to D.C. Law 18-371, D.C. Official Code §§ 2-351.01, Title II, Sec. 202(a) enclosed for your consideration by the Council of the District of Columbia is resolution "Contract No. DCHBX-2014-C-0001 Approval and Payment Authorization Emergency Act of 2014" and the corresponding declaration resolution for the proposed award of a contract to NFP Health Services Administration, LLC. The base year period of contract DCHBX-2014-C-0001 is November 14, 2013 through September 30, 2014, in the amount of one million five hundred thousand dollars (\$1,500,000.00). There are four (4) one-year option periods.

The purpose of the proposed contract is for the Health Benefit Exchange Authority to perform accounting functions as the Premium Billing provider for DC Health Link, the health care access and enrollment system for the District of Columbia. The Contractor will start-up, license and successfully implement and operate a "Software as a Service Solution (SaaS) that performs financial and accounting management functions related to premium invoicing, premium payments, premium allocations, refund advice and remittance advice.

As always, I am available to discuss any questions or concerns you may have regarding the proposed contract. In order to facilitate a response to any questions you may have, please have your staff contact Paula Walker, HBX Contracting Officer at (202)741-0846. I look forward to a favorable consideration of this contract.

Sincerely,

A handwritten signature in black ink that reads "Vincent C. Gray". The signature is written in a cursive style with a large, looping "V" and "G".

Vincent C. Gray

Enclosure


Chairman Phil Mendelson
at the request of the Mayor

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A BILL

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To approve, on an emergency basis, Contract No. DCHBX-2014-C-0001 with NFP Health Services Administrators, LLC to provide premium billing services and to authorize payment for the services received under the contract.

BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA,

That this act may be cited as the “Contract No. DCHBX-2014-C-0001 Approval and Payment Authorization Emergency Act of 2014”.

Sec. 2. Pursuant to section 451 of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 803; D.C. Official Code § 1-204.51), and notwithstanding the requirements of section 202 of the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-352.02), Modification to Contract No. DCHBX-2014-C-0001 with NFP Health Services Administration, LLC to provide premium billing services is approved in the total not-to-exceed amount of \$1,500,000.00 for services received and to be received under that contract.

1 Sec. 3. The Council adopts the fiscal impact statement provided by the Chief
2 Financial Officer as the fiscal impact statement required by section 602(c)(3) of the
3 District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 813; D.C.
4 Official Code § 1-206.02(c)(3)).

5 Sec. 4. This act shall take effect following approval by the Mayor (or in the
6 event of veto by the Mayor, action by the Council to override the veto), and shall remain
7 in effect for no longer than 90 days, as provided for emergency acts of the Council of the
8 District of Columbia in section 412(a) of the District of Columbia Home Rule Act,
9 approved December 24, 1973 (87 Stat. 788; D.C. Official Code § 1-204.12(a)).

GOVERNMENT OF THE DISTRICT OF COLUMBIA



Pursuant to section 202(c) of the Procurement Practice Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371: D.C. Official Code §2-3.01), the following contract summary is provided:

COUNCIL CONTRACT SUMMARY

- (A) **The contract number, proposed contractor, contract amount, unit and method of compensation, contract term, and type of contract:**

Contract Number: DCHBX-2014-C-0001

Proposed Contractor: NFP Health Services Administrators, LLC

Contract Amount: \$1,500,000.00

Unit and Method of Compensation: Monthly

Term of Contract: November 14, 2013 thru September 30, 2014 with four (4) one-year option periods. The term of contract date represents the Contracting Officer verbal authorization to start the work.

Type of Contract: Fixed Price with a Labor Hour Component

- (B) **The goods or services to be provided, the method of delivering goods or services, and any significant program changes reflected in the proposed contract:**

This contract action is to award a contract for a Base Year with a performance period of November 27, 2013 through September 30, 2014, and an additional four (4) one-year option periods.

The Contractor will perform accounting functions as the Premium Billing provider for DC Health Link, the health care access and enrollment systems for the District of Columbia. The Contractor will start-up, license and successfully implement a "Software as a Service Solutions ("SaaS") that perform financial and accounting management



functions related to perform invoicing, premium payment, premium allocation, refund and advice, and remittance advice.

- (C) The selection process, including the number of Offerors, the evaluation criteria, and the evaluation results, including the price and technical components:**

This contract was awarded on a sole source basis.

- (D) The background and qualifications of the proposed contractor, including its organization, financial stability personnel, and prior performance on contracts with District government:**

NFP has been in business since 1998 and has grown to become a leader in the delivery of benefit solutions for companies of all sizes. The solution offered to DCHBX is the same solutions that's being used in the State of Rhode Island supporting the Healthsource RI Public Exchange.

- (E) Performance standards and the expected outcome of the proposed contract:**

The Contractor will perform Health Link accounting functions as the Marketplace Financial Management vendor. In this role, the Contractor will capture and maintain records related to the Premiums due, Invoices, Payments, Payments Void, Payments to Premium Allocations, Refunds, Refund Voids, Carrier Remittances, Carrier Adjustments, Subsidies (APTOC), CRS payments to Carrier and APTC payments to Carriers.

- (F) A certification that the proposed contract is within the appropriated budget authority for the agency for the fiscal year and is consistent with the financial plan and budget adopted in accordance with D.C. Official Code §§47-392.01 and §§47-392.02.**

The Chief Financial Officer has certified in the enclosed funding certification memorandum that funding in the amount of \$1,500,000.00 is available within the appropriate budget authority for the agency for fiscal year 2014. (Attachment A)

- (G) A certification that the proposed contract is legally sufficient, including whether the proposed contractor has any current pending legal claims against the District:**

The contract has been reviewed for legal sufficiency and deemed legally sufficient. (Attachment B)

- (H) A certification that the proposed contractor is current with the District and federal taxes or has worked out and is current with a payment schedule approved by the District or federal government:**

The proposed contractor is in compliance with District and Federal tax laws. See the enclosed compliance statement provided the Department of Employment Services and the Office of Tax and Revenue. (Attachment C)

- (I) The status of the proposed contractor as a certified local, small or disadvantaged business enterprise as defined in the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, effective October 20, 2005 (D.C. Law 16-33; D.C. Official Code § 2-218.01 *et seq.*):**

NFP Health Services Administrators, LLC is not a certified local, small or disadvantaged business enterprise.

- (J) Other aspects of the proposed contract that the HBX Contracting Officer considers significant:**

None

- (K) A statement including whether the proposed contractor is currently debarred from providing services or goods to the District or federal government, the dates of the debarment, and the reasons for debarment:**

NFP Health Services Administrators, LLC has no record of debarment or suspension actions at this time based on the federal and District Excluded Parties Lists Systems (EPLS) as of December 30, 2013. (Attachment D)

- (L) Where the contract, if executed will be available online:**

The contract will be available on the HBX website at www.hbx.dc.gov.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF EMPLOYMENT SERVICES
Office of Unemployment Compensation/Tax Division



REVISED

TAX VERIFICATION RESPONSE - DOES

CONTRACT SPECIALIST: NICOLE F. MATTHEWS

AGENCY: HBX

VENDOR NAME: NFP Health Services Administrators, LLC

D.C.DOES SUI ACCOUNT #:

FEDERAL ID #: 462045156

TO BE COMPLETED BY THE DEPARTMENT OF EMPLOYMENT SERVICES TAX DIVISION

THE DEPARTMENT OF EMPLOYMENT SERVICES CERTIFIES THAT:

The prospective Contractor is "IN COMPLIANCE" with the tax filing and payment requirements of the District of Columbia Unemployment Tax Laws or is in compliance with an established payment plan.

The prospective Contractor is "NOT IN COMPLIANCE" with the tax filing and payment requirements of the District of Columbia Unemployment Tax Laws. The Contractor may obtain details of the tax deficiency and make arrangements to correct this deficiency by contacting the tax enforcement officer whose name and telephone number follow:

Tax Enforcement Officer: Cynthia Miller

Phone #: (202) 741-8693

Comments

T. Rosa Morales Jacks

5/20/2014

SIGNATURE

DATE

UI Tax Officer

(202)-698-3564

TITLE

TELEPHONE/FAX NUMBER

This response/certification is valid for 90 days from the date specified above.

ATT: Compliance Officer

Office of Unemployment Compensation - Tax Division - 4058 Minnesota Avenue, NE, Washington, DC 20019

For more information, please go to the DOES Web Site at <http://www.does.dc.gov/>

Tax Verification Response - DOES

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Rev: 5/2014

DISTRICT OF COLUMBIA



Office of Tax and Revenue
Collection Division

1101 4th Street SW steW600
Washington, DC 20024

OFFICE OF TAX AND REVENUE
TAX VERIFICATION RESPONSE

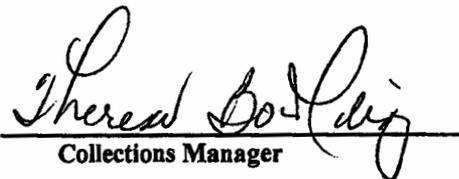
REQUESTOR: NICOLE MATTHEWS

AGENCY: HBX

VENDOR NAME: NFP HEALTH SERVICES ADMINISTRATOR LLC FEIN: 46-2041516
dba NFP HEALTH

TO BE COMPLETED BY THE OFFICE OF TAX & REVENUE

- The prospective contractor **is in compliance** with the filing and payment requirements of the District of Columbia tax laws. DCHBX-2013-C-0001
- The prospective contractor/individual **is not liable** for the tax filing requirements of the District of Columbia.
- The prospective contractor **is not in compliance** with the tax filing and payment requirements of the District of Columbia Tax Law. The contractor may obtain details of the tax deficiency and make arrangements to correct this by contacting the Revenue Officer whose signature appears below.
- The prospective contractor has **recently been registered** with the District of Columbia and has not incurred any liabilities so far.
- Our records indicate that the prospective contractor **is not registered** to do business in the District of Columbia. Please contact the Office of Tax and Revenue, Customer Service Office at (202) 727-4829 to request a form FR-500 (Combined Registration Application) which must be fully completed and submitted to the address indicated on the form *Office of Tax and Revenue, PO Box 470 Washington, DC 20044-0470* or register online at: [https://www.taxpayerservicecenter.com/FR500 Instructions.jsp](https://www.taxpayerservicecenter.com/FR500%20Instructions.jsp).


Collections Manager

4/14/2014
Date


Carolyn Powell
Senior Revenue Officer

202-442-6588
Telephone Number

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DC Health Benefit Exchange Authority



MEMORANDUM:

TO: Paula Walker
Contracting Officer
DC Health Benefit Exchange Authority

THRU: Delicia Moore *[Signature]*
Associate Chief Financial Officer
Human Support Services Center

FROM: Keith Fletcher *[Signature]*
Chief Financial Officer
DC Health Benefit Exchange Authority

DATE: June 17, 2014

SUBJECT: Certification of Funding Availability for the Fiscal Year 2014 Contract # DCHBX-14-C-0001 – NFP Health Administrators Inc.

This memorandum certifies that funding in the amount of \$1,500,000 is available in FY2014 for the contract between the Health Benefits Exchange Authority (DCHBX), and NFP Health Administrators Inc. For FY 2014 a PO for \$985,000 and a requisition for the remaining \$515,000 has been issued. NFP Health Administrators Inc. will provide start-up, implementation and on-going support of a premium billing software.

Contract/ Vendor	Agency	Funding Source	Implementation/ Operations	PO Number	Amount	Date	Fiscal Yr.
NFP Health Administrators Inc.	HBX	6000	Operations	PO488501	\$985,000	11/14/2013-09/30/2014	2014
NFP Health Administrators Inc.	HBX	6000	Operations	RQ843798-V2	\$515,000	11/14/2013-09/30/2014	2014
TOTAL					\$1,500,000		

If you have any questions, please feel free to contact Keith Fletcher at (202) 741-0930.
Office of the Chief Financial Officer
cc: File-



LEGAL SUFFICIENCY MEMORANDUM

To: Executive Office of the Mayor
Office of Policy and Legislative Affairs

From: Mary Beth Senkewicz
Associate General Counsel and Policy Advisor

Re: Contract No. DCHBX 2014-C-0001

Date: June 18, 2014

A handwritten signature in black ink, appearing to read "MBS", is written over the "From:" field of the memorandum.

The proposed action is to approve Contract No. DCHBX 2014-C-0001, one to provide start-up, implementation and ongoing support of a premium billing service for the SHOP Health Link system, the state-based exchange created pursuant to the Affordable Care Act for small employers.

I have reviewed the contract and certify that it is legally sufficient.

I have also reviewed the retroactive legislation, "Modification to Contract No. DCHBX-2014-C-0001 Approval and Payment Authorization Emergency Act of 2014," and certify that it is legally sufficient.

