RESOLUTION NO. ____________

A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO EXTEND THE AGREEMENT WITH EXPLAIN MY BENEFITS, LLC, FOR A FIFTH TERM, IN AN AMOUNT NOT TO EXCEED EIGHTY-FIVE THOUSAND DOLLARS ($85,000.00), TO PROVIDE BENEFIT ADMINISTRATION AND ENROLLMENT SERVICES FOR ELIGIBLE EMPLOYEES AND DEPENDENTS OF THE CITY OF LITTLE ROCK AND THE CITY’S PARTICIPATING AFFILIATED AGENCIES, TO PROVIDE CERTAIN WEB-BASED APPLICATIONS, FOR PATIENT PROTECTION AND AFFORDABLE CARE ACT FORMS 1094-C AND 1095-C REPORTING SERVICES; AND FOR OTHER PURPOSES.

WHEREAS, the City of Little Rock (“City”) is the Plan Sponsor of various Employee Benefit Plans; and,
WHEREAS, on August 24, 2016, the City issued a Request for Proposal (“RFP”) for Benefit Administration and Enrollment Services for eligible employees and dependents of the City and the City's participating affiliated agencies; and,
WHEREAS, the RFP stated that the term of contract award will be for one (1)-year beginning January 1, 2017, and upon mutual agreement the contract may be extended for up to six (6) additional one (1)-year terms, or a portion thereof; and,
WHEREAS, Explain My Benefits, LLC (“EMB”), is an Enrollment and Consulting Firm and is engaged in the business of developing and maintaining an employee benefits enrollment and administration system, utilizing Auto-Bene™ and eElect™ Services of Innovative Process Administration LLC; and,
WHEREAS, EMB submitted a response and proposal to the City's RFP and the City determined that EMB was the lowest responsible and responsive bidder; and,
WHEREAS, on November 28, 2016, the City and EMB entered into an Open Enrollment Service Agreement (“Agreement”) for Benefit Administration and Enrollment Services related to the Employee Benefits Plans provided by the City, and the City’s participating affiliated agencies, to their eligible employees and dependents, and for certain Web-Based Applications as defined in the Agreement; and,
WHEREAS, the City has also retained EMB for Patient Protection and Affordable Care Act Forms 1094-C and 1095-C Reporting Services set forth in Appendix B to the Agreement; and,
WHEREAS, the City and EMB wish to extend the Agreement for a fifth term for EMB to provide Benefit Administration and Enrollment Services for eligible employees and dependents of the City and the City’s participating affiliated agencies, to provide certain Web-Based Applications and for Patient Protection and Affordable Care Act Forms 1094-C and 1095-C Reporting Services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF LITTLE ROCK, ARKANSAS:

Section 1. The Board of Directors hereby authorizes the City Manager to extend the Agreement with EMB for a fifth term in an amount not to exceed Eighty-Five Thousand Dollars ($85,000.00) for EMB to provide Benefit Administration and Enrollment Services for eligible employees and dependents of the City and the City’s participating affiliated agencies, to provide certain Web-Based Applications as defined in the Agreement and for Patient Protection and Affordable Care Act Forms 1094-C and 1095-C Reporting Services.

Section 2. Funds required for this Agreement extension will be available from Account Number 101003.

Section 3. Severability. In the event any title, section, paragraph, item, sentence, clause, phrase, or word of this resolution is declared or adjudged to be invalid or unconstitutional, such declaration or adjudication shall not affect the remaining portions of the resolution, which shall remain in full force and effect as if the portion so declared or adjudged invalid or unconstitutional were not originally a part of the resolution.

Section 4. Repealer. All ordinances, resolutions, bylaws, and other matters inconsistent with this resolution, are hereby repealed to the extent of such inconsistency.

ADOPTED: November 17, 2020

ATTEST:                APPROVED:

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Susan Langley, City Clerk                Frank Scott, Jr., Mayor

APPROVED AS TO LEGAL FORM:

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Thomas M. Carpenter, City Attorney

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