



DAYTON

City of Dayton, Ohio
Department of Human Resources
Division of Employee Benefits

SOFTWARE CONSULTANT AND ELECTRONIC BENEFITS ADMINISTRATION/OPEN
ENROLLMENT IMPLEMENTATION/COBRA AND ACA ADMINISTRATION

REQUEST FOR PROPOSALS (RFP) No. 21-010HR

MARCH 2021

TABLE OF CONTENTS

SECTION 1 – PROPOSAL INSTRUCTIONS	2
1.01 COMMUNICATIONS REGARDING THIS PROJECT.	2
1.02 RFP SCHEDULE.	2
1.05 SUBMITTING A PROPOSAL.....	2
1.06 REQUIRED PROPOSAL CONTENTS.	3
1.07 ITEMS THAT DISQUALIFY A VENDOR IMMEDIATELY.	4
1.08 CRITERIA.	4
1.09 MISCELLANEOUS ITEMS.....	4
SECTION 2 – SCOPE OF PROJECT	5
2.01 PURPOSE AND NEED / PROJECT DESCRIPTION.	5
2.02 BACKGROUND INFORMATION.....	5
SECTION 3 – REQUIREMENTS AND CONDITIONS FOR ALL PROPOSERS	11
3.01 TAX EXEMPTION.	11
3.02 PROPOSER AFFIDAVIT.	11
3.03 PROCUREMENT ENHANCEMENT PROGRAM.....	11
3.04 PROPOSER’S FINANCIAL OBLIGATION TO THE CITY.....	11
3.05 PROPOSER’S INCURRED COSTS.	11
3.06 AFFIRMATIVE ACTION ASSURANCE (AAA).	11
3.07 STANDARD AGREEMENT TERMS FOR PROFESSIONAL SERVICES.....	11
ARTICLE 1. TERM.....	11
ARTICLE 2. SERVICES TO BE PERFORMED BY CONTRACTOR.....	11
ARTICLE 3. COMPENSATION	12
ARTICLE 4. CITY’S RESPONSIBILITIES	12
ARTICLE 5. STANDARD OF CARE	12
ARTICLE 6. INDEMNIFICATION	12
ARTICLE 7. INSURANCE	12
ARTICLE 8. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY	12
ARTICLE 9. TERMINATION.....	13
ARTICLE 10. STANDARD TERMS	13
A. DELAY IN PERFORMANCE	13
B. GOVERNING LAW AND VENUE	13
C. COMMUNICATIONS	13
D. EQUAL EMPLOYMENT OPPORTUNITY	13
E. WAIVER.....	14
F. SEVERABILITY.....	14
G. INDEPENDENT CONTRACTOR	14
H. ASSIGNMENT	14
I. THIRD PARTY RIGHTS	14
J. AMENDMENT.....	14
K. POLITICAL CONTRIBUTIONS	14
L. INTEGRATION.....	14
M. PCI COMPLIANCE	15
N. LIVING WAGE ORDINANCE	15
EXHIBIT A – LETTER OF TRANSMITTAL	16
EXHIBIT B – REFERENCES FOR PROPOSING COMPANY	18
EXHIBIT C – PRODUCT MANUFACTURE LABOR STANDARDS: VENDOR COMPLIANCE FORM..	19
EXHIBIT D- BUSINESS INCOME TAX QUESTIONNAIRE	20

SECTION 1 – PROPOSAL INSTRUCTIONS

1.01 COMMUNICATIONS REGARDING THIS PROJECT. Please direct all communications regarding the RFP process to:

City of Dayton, Department of Human Resources
Brent L. McKenzie
101 West Third Street
Dayton, Ohio 45402
Telephone: (937) 333-4062
Fax: (937) 234-1600
E-Mail: brent.mckenzie@daytonohio.gov

All communications/questions concerning this RFP must be submitted in writing referencing the specific paragraph and page number. The deadline for questions is listed in Section 1.02 (RFP Schedule). Written responses will be prepared by the City and posted on the City's web site by the date listed in *Section 1.02*. Changes to this RFP will be made only by formal written correspondence issued by the City.

A copy of this RFP proposal and any additional documentation may be found at the City's website at:

<http://daytonohio.gov/bids.aspx>

1.02 RFP SCHEDULE. The proposed RFP schedule is to be reviewed with City Purchasing and HRC, if required, and shall be mutually agreed upon. RFP schedule to be determined prior to finalization of RFP. The following is the anticipated schedule for the RFP Process:

Issue RFP:	March 1, 2021
Last Day to Submit Questions:	12:00 PM local (Dayton OH) time on March 19, 2021
Written Responses to Questions:	March 26, 2021
Due Date for Proposals:	2:00 PM local (Dayton OH) time on April 9, 2021:
Contractor is Selected:	Anticipated by May 14, 2021
Contract is Awarded:	Anticipated be in May 14, 2021
Notice to Proceed Issued:	Anticipated be in May 15, 2021

1.05 SUBMITTING A PROPOSAL. Each Consultant seeking consideration for performance of services related to this RFP must submit a proposal. All proposals shall be submitted as a PDF via electronic submission to bids@daytonohio.gov. The City has a 20meg limit for incoming e-mail message sizes (20meg includes e-mail itself and any attachments total). Should your company's proposal document exceed this limit, your company will have to submit its document in multiple parts (emails). Should bid documents require multiple emails, please designate in the "Subject" line of each email sent: RFP No. 21-010HR Software Consultant and Electronic Benefits Administration/Open Enrollment Implementation/COBRA and ACA Administration.

Topic: RFP Opening- HR

Time: Apr 9, 2021 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting: <https://us02web.zoom.us/j/87236344201?pwd=MEI1RUFUei9vYlI4UDk3SlpLYtOUT09>

Meeting ID: 872 3634 4201 Passcode: 665969

One tap mobile +19294362866,,87236344201#,,,*,665969# US (New York) +13017158592,,87236344201#,,,*,665969# US (Washington DC)

Dial by your location:

+1 312 626 6799 US (Chicago) +1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston)

Find your local number: <https://us02web.zoom.us/j/87236344201?pwd=MEI1RUFUei9vYlI4UDk3SlpLYtOUT09>

Sealed proposals must be received in the Procurement bid email in-box (BIDS@DAYTONOHIO.GOV) by 11:00am on the date indicated in Section 1.02 (RFP Schedule). Proposals received after the scheduled date/time will not be considered. All

supporting materials and documentation must be included with the proposal. The responsibility of timely delivery lies solely with the proposer.

The City reserves the right to reject any and all proposals, to waive any irregularities in a proposal, or to accept the proposal(s) which in the judgment of proper officials, is in the best interest of the City. The City reserves the right to accept a part or parts of a proposal unless otherwise restricted in the RFP or issue subsequent RFPs. The City reserves the right to approve or reject any sub-Contractors proposed for work under this proposal or waive any minor irregularities

The City reserves the right to select the successful vendor once all proposals are received, without seeking further information for clarification from proposers. Upon review of proposals, the City may designate the most qualified proposals as finalists. These finalists may be invited to make oral presentations and participate in a question and answer session with the City. The City shall have the right to visit selected user sites, should this be deemed necessary.

All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this RFP.

The City does not guarantee that any contract will be awarded because of this RFP. If a contract award is made but the contract is not executed, the City does not guarantee that the contract will be re-awarded.

1.06 REQUIRED PROPOSAL CONTENTS. All brochures and supplemental documentation shall be included with the original and all copies. If not, the proposal may be considered as non-responsive. Proposers are required to submit the following information in their proposal:

- **Letter of Transmittal.** The proposer shall provide a transmittal letter with authorizing signature for the proposal. The letter must briefly summarize the vendor's ability and willingness to perform the services required by the RFP. The letter must be on the form provided in Exhibit A.
- **Company Profile and Background.** Provide the following information:
 - **Location** – The street address of the proposer's company headquarters. Are any services performed offshore?
 - **Local Office of Proposer** – Provide the location of the proposer's office nearest to Dayton, Ohio. Include the local office, a contact name, address, telephone, and fax numbers.
 - **Company's Primary Business** – State the proposer's primary business, the number of years in the proposer's industry, and the number of employees assigned to these related activities.
 - **State the legal make-up** of your company: sole proprietorship, partnership, corporation, etc.
 - **Please list any Lawsuits that you are currently engaged in.** Please provide any and all suits either with the City of Dayton or any other Municipalities (include, but not limited to Federal, State, Local or other Municipalities and Governmental agencies).
 - Please provide a brief overview of your company. Indicate if you are owned or affiliated with any carriers or brokerage agencies. Are you privately held or publicly traded?
 - Provide year-over-year growth over the last three years, including revenue, # of associates, and # of total customers.
 - Provide a brief overview of your electronic benefits system.
 - What are the primary advantages of your system?
- **Key Personnel Information.** Provide the name, title, mailing address, telephone number and e-mail address of the persons who will function as the City's primary contact and back-up contact person. Provide brief resumes/qualifications of personnel who will be primarily involved in this project. Include any certifications earned, special training taken, and memberships in professional groups. Complete Form found in Exhibit A.
- **Proposal Response** as per Section 2.
- **Statement of Exceptions to RFP requirements.** Provide a detailed description of any exceptions taken to the requirements of this RFP, including the City Standard Terms and Conditions in Section 3. Exceptions shall be referenced to the applicable RFP section/sub-section numbers. Any other departures from the city's RFP are to be identified and failure to do so shall make the proposal non-responsive. City's standard Terms for Payment are Net 30 days from date of invoice once the project is complete, unless otherwise negotiated. If you cannot comply with this, please state any changes in the Statement of Exceptions to the RFP Requirements
- **References.** Provide a list of references on form provided as Exhibit B. The City is particularly interested in contacting your governmental clients in the state of Ohio. The City is particularly interested in contacting your governmental clients and any prior work involving any clients who use the BANNER payroll system. The City is also interested in any clients the proposer developed or programmed an individualized benefits administration package for their employees. The City will contact references and evaluate past performances as stated by

references in the proposals. Only proposals submitted by companies with relevant experience, qualifications, and capacity to meet the City's needs will be considered.

- Experience: Experience in providing services like those requested and having obtained favorable outcomes (“Favorable outcomes” should be measured in terms of client satisfaction and quantifiable positive trends toward electronic benefits administration/open enrollment improvements) with other clients. This will include your familiarity and experience with municipalities, BANNER, as well as consideration of a presence in the State of Ohio and your company’s history with the State of Ohio or working with the City’s insurance benefit providers.
- Cost: Total estimated fees and expenses for services. While cost will be a consideration, this factor alone will not be the sole factor. The City intends to select a proposal that is deemed to offer the best overall value and fit the City organization's needs.
- Dependability: Ability to meet time and cost estimates as evidenced by documentation provided through references and the City’s determination of the vendor’s ability to carry out the implementation plan outlined in the proposal.
- Responsiveness: The overall quality of the proposal and its responsiveness to this RFP.
- Conductive to the City’s needs: The proposal is deemed to be the most suitable and appropriate in meeting the City’s needs.
- Culture: The Vendor’s commitment to providing an experienced management team that will work well within the City’s culture.

1.07 ITEMS THAT DISQUALIFY A VENDOR IMMEDIATELY.

- Incomplete or non-responsive proposal
- Failure to submit a proposal that addresses the minority hiring criteria identified throughout the RFP
- Inability to obtain Affirmative Action Assurance approval prior to award of the contract. See Section 3.06 for information on how to contact the Human Relations Council.

1.08 CRITERIA. The selection committee will evaluate each proposal submitted based on the following criteria. After receipt and review of the written proposal, the City may elect to have the proposal presented in person, or clarifications submitted in writing.

Proposers shall not assume that any information shared with the City prior to this RFP will be considered in the evaluation process of this RFP. Evaluation team may or may not have prior knowledge of any discussions and processes. **Evaluation will be completed on the information submitted in response to the RFP only.**

Evaluation Criteria for Goods and Services		
Item	Description	Points Possible
1	Price	20
2	Ability to address all RFP Requirements	20
3	Experience	15
4	Key Personnel for the Project	10
5	Quality	10
6	Perform within Time Limits	15
7	Dayton Local Business (required)	5
8	PEP Certified Vendor (required unless there is an assigned goal)	5
	Total Points	100

1.09 MISCELLANEOUS ITEMS.

- **All Contractors submitting a proposal will be notified, upon final determination by the City, of the firm or firms selected to perform the requested work.**

SECTION 2 – SCOPE OF PROJECT

2.01 PURPOSE AND NEED / PROJECT DESCRIPTION. The Department of Human Resources (HR) is seeking proposals from highly experienced and professional software firms and consultants, who can submit a proposal to provide HR an electronic benefits administration/open enrollment solution (BAOE), COBRA and ACA administration, and provide HR with the necessary software implementation consultancy during and after the implementation of the BAOE software solution. HR is currently seeking a BAOE software package to address the administration of all the City's insurance benefit options (i.e., health, life, dental, long-term disability insurance, etc.). HR is also interested in any vendor and BAOE that will assist with COBRA and ACA compliance. HR is also desirous of a BAOE solution that includes detailed telephonic customer support due to the City's workforce and their lack of internet or computer access.

2.02 BACKGROUND INFORMATION. The City is located at the crossroads of America, where I-75 north/south meets I-70 east/west and is best known as the Birthplace of Aviation. The City features a fantastic array of big city amenities coupled with Midwestern charm and hospitality. The City is a community rich in talent and history, emerging today as a global technology hub. With over 140,000 residents, the City is investing for the future while providing high-quality services to residents, neighborhoods and business. The City currently employs approximately 1,900 employees.

2.03 SCOPE OF WORK / TESTING REQUIREMENTS. This RFP's objective is to solicit proposals to provide a software consultancy or contract that will: (1) assist with the purchase and hosting of a BAOE; (2) fully implement the BAOE; and, (3) ensure long-term maintenance for a comprehensive BAOE system. This solicitation aims to identify, review, and procure a software solution to replace the BF's BAOE system for City benefits management. After that, the City's HR department will utilize the new BAOE solution as the City's benefits management tool.

The proposed vendor and its solution should include a software purchase of system modules or individually programmed system modules installed on the City's network, or preferably, hosted by the selected BAOE vendor in an internet or web-based location. The BAOE solution should be complete and include the application software, implementation costs, configuration, and maintenance and support services. The City expects to receive assistance from the selected vendor staff or selected third party consultant for the planning, installation, integration, configuration, data conversion, testing, training, go-live implementation, and ongoing maintenance and technical support services.

As part of the online enrollment implementation process, the City desires to work with a vendor that utilizes an outside implementation coordinator/consultant to manage the enrollment system's initial and ongoing implementation process.

1. Does your organization provide an outside implementation coordinator/consultant who would manage the overall implementation and ongoing issues;
2. Is this consultant an employee of the online enrollment system; or,
3. Is this consultant contracted thru a third party?

The City also desires that the proposed BAOE system achieves each of the following project goals:

1. Improve internal HR efficiency and effectiveness of the benefits and open enrollment processes;
2. Automate the benefits administration and open enrollment process;
3. Improve access and tracking of life events and policy changes;
4. Improve communication between the City, its insurers, and its insured; and,
5. Provide effective claims management services.

The City desires a robust, comprehensive BAOE solution through an off the shelf software purchase, or licensing agreement, or individually programmed City solution. Vendor should provide system implementation services which include but are not limited to:

1. Prepare hosting infrastructure;
2. Installation of BAOE software;
3. Configuration of BAOE software;
4. Customization of BAOE software;
5. Testing of BAOE software;
6. Data cleansing, migration, and validation;
7. Reporting samples and cross-walks;
8. Verify reporting; and,
9. End-User Training.

Vendor should include a set amount of training time for HR and City IT staff training as part of the RFP submission. Training should include a combination of “train-the-trainer” and direct user training (approximately 5-6 direct regular users.)

Vendor should also provide online and hardcopy user manuals, online help, training manuals, and automated electronic training for users whenever there is a version upgrade and other change. The City will require advance notice of any system upgrades or corrections.

Vendor should provide a designated consultant or recommended third-party consultant who will be retained throughout the project's life cycle to offer service consistency during the main project deliverables. The consultant is expected to continue through the length of the implementation process and will facilitate activities such as the items listed below:

1. Software installation and configuration;
2. Application customization;
3. Testing and data validation;
4. Training;
5. Change management;
6. Status reporting;
7. Stakeholder meetings; and,
8. Technical support services.

Vendor should also provide a quote for long-term consultancy, support, and maintenance services. This includes warranties against “bugs,” functional deficiencies, performance issues, and user and technical support. Vendor should also provide version upgrades as follows:

1. Patches;
2. Release notes, updated documentation, updated online help
3. Information concerning Ohio or federal legislative requirements and update of templates, report extracts, etc. required to comply with legislative requirements; and,
4. Customer-driven changes either reflecting functional deficiencies identified by City users or new business requirements or Ohio reporting requirements.

Vendor’s RFP responses should be formatted as designated herein and should also provide in-depth and detailed information as required below:

All vendors RFP responses should have the following headings and address the following issues in each section:

1. Table of Contents
2. Executive Summary
3. Organization and Experience Section. Please address the following:
 - a. Please provide a brief overview of your company;
 - b. Indicate if you are owned or affiliated with any carriers or brokerage agencies;
 - c. Provide a brief overview of your system;
 - d. What are the primary advantages of your system;
 - e. Provide an overview of your current client base and industries you serve;
 - f. Provide case studies of your existing clients;
 - g. Provide testimonials from your current customers;
 - h. What percentage of your company’s revenues is derived from online enrollment and benefits administration services;
 - i. Do you carry errors and omissions insurance; and,
 - j. If so, what are the limits, and who is the carrier?
4. Customer Support Section. Please address the following:
 - a. What is your customer service model;
 - b. How many individuals would be assigned to the City’s account;
 - c. Please describe the structure, including everyone’s role;
 - d. How many other clients do they support;
 - e. How are customer issues tracked and resolved;
 - f. What is the average call volume per day;
 - g. What are your service level standards;

- h. Do you provide outsourced administrative services;
 - i. If so, what services do you provide;
 - j. Do you provide chat, secure message, or email capabilities within your technology to complement your service center;
 - k. What tools or procedures does your company have in place to ensure customer satisfaction;
 - l. What is your customer service model; and,
 - m. Do you offer a service center to support the City's employees?
5. Consultant Section. Please address the following:
- a. Does your organization provide an outside implementation coordinator/consultant that would manage the overall process of implementation and ongoing issues;
 - b. Is this person an employee of the online enrollment system or contracted through a third party;
 - c. Describe the implementation team and include a description of the role each member plays in the implementation process;
 - d. Who will have overall responsibility for servicing the City;
 - e. Please identify the titles and roles of individuals working on the City's account; and,
 - f. How does the implementation teamwork with the ongoing service team to ensure the proper transition of knowledge, procedures, etc.?
6. Implementation Section. Please address the following:
- a. Describe the implementation team and include a description of the role each member plays in the implementation process.
 - b. Who will have overall responsibility for servicing the City's account;
 - c. Please identify titles and roles of employees assigned to the City's account;
 - d. How does the implementation teamwork with the ongoing service team ensure the proper transition of knowledge, procedures, etc.;
 - e. What is your implementation timeline;
 - f. What will you do to ensure a successful implementation by October 2021;
 - g. Describe the escalation process should issues arise during implementation;
 - h. How do your customers benefit from existing data connections you have with other carriers and vendors;
 - i. Describe your method for ensuring successful EDI connection to carriers;
 - j. Describe your process for integrating with payroll systems, specifically Banner;
 - k. Describe the type and duration of training provided to the City's HR staff.
 - l. Are there additional fees to train the City's HR teams on the system?
7. Benefits Enrollment Section. Please address the following:
- a. Describe the employee web site;
 - b. Can the site be personalized for the City and our different users;
 - c. Please describe any decision support tools available to members to facilitate their selection of a medical plan when more than one medical plan is offered;
 - d. Can claims data be integrated into the decision support tool;
 - e. Describe capabilities of a system administrator posting documents (SPD, Benefit Highlights) to the website, posting weekly articles, adding links to outside sites, etc.;
 - f. Describe the level of customization available within the employee web site;
 - g. Does your system allow employees access to information about benefit plans;
 - h. Does your system allow employees direct access to view content, forms, and data associated with past, current, and future benefits;
 - i. Does your system display run a total of employee's cost;
 - j. Can you provide access to data for non-active (COBRA) participants;
 - k. Do you offer a customized URL and registration page;
 - l. Can the City's identified system administrators make changes to your software configuration (benefit options, pricing, eligibility rules, etc.);
 - m. Can the City's identified system administrators create customized system edits on your software (include file input, output, enrollment module, etc.);

- n. Does your system record verification that employees have read legal or compliance-related notices;
 - o. Does your system have a way to manage a surcharge on the health insurance premium if the employee or any covered dependents smoke;
 - p. Can the system administrator perform enrollments on behalf of employees;
 - q. Can your system perform default enrollment processing;
 - r. If an employee stops the enrollment process without finishing, is the information saved;
 - s. If an employee stops the enrollment process without finishing, is there a warning provided to employees before they can close the browser;
 - t. How does your system handle enrollment where evidence of insurability is required to finalize the enrollment process;
 - u. How does your system handle the collection of beneficiary information during enrollment and updates during the year;
 - v. Does your system provide a dynamic, online self-service benefit confirmation statement;
 - w. Can employees print confirmation statements when they have completed the online enrollment process;
 - x. If so, please provide a sample confirmation statement;
 - y. Can the City or HR add notes to this statement;
 - z. Does your system have the ability for an administrator to send message to employees;
 - aa. Is the portal available in different languages;
 - bb. If so, please indicate which languages are available;
 - cc. Does your system allow Single Sign On (SSO) to Anthem's existing employee portal or a third party's site, and what restrictions are there;
 - dd. Does your system support life events, and if so, can the type of events be configured;
 - ee. What dependent verification functionality is provided throughout the year either with new hires or qualified life events;
 - ff. Can your system collect any required documentation to validate dependent status;
 - gg. Describe your system's capabilities to incorporate video and animation into the enrollment experience;
 - hh. Can employees enroll in benefits on a mobile device;
 - ii. Which mobile devices are supported;
 - jj. What operating systems are supported;
 - kk. Does your system support rehires, and can the rehire rules be configured;
 - ll. Does your system support age banded rating structures; and,
 - mm. Does your system calculate imputed income for basic life coverage?
8. Benefits Administration and Reporting Section. Please address the following:
- a. Describe your benefits administration capabilities;
 - b. Please list categories of dependents and rules related to those dependents and how those are defined on your system;
 - c. Please describe your year-end process for benefits administration;
 - d. How do late-year new hires enroll, and can we define rules on which benefits carry forward to the next year;
 - e. Does your system support dual enrollment period;
 - f. Please describe how terminations are updated and sent to the carrier during the last two months of the year to terminate coverage for the current year and new year;
 - g. Describe your reporting capabilities;
 - h. Please provide samples of your reports;
 - i. Are reports available online;
 - j. Can they be downloaded into other applications (specify applications);
 - k. Are ad hoc reports available;
 - l. Do you have system activity reports;
 - m. Do you have an activity report for open enrollment;
 - n. Does your system have tools to help us reconcile bills received from the carriers;

- o. Please describe your system capability for HR staff to create auditable system overrides (transaction management);
 - p. How does your system process post-enrollment life events;
 - q. Describe automated, and self-service life event management processes your system can support;
 - r. How does your system prevent claims overpayments for ineligible dependents;
 - s. Does your system automatically detect all COBRA qualifying events;
 - t. Do you have an all-inclusive COBRA report that can be generated for both employees and dependents regularly;
 - u. Does your system support wellness credits;
 - v. Does your system support a rating structure based on meeting specific criteria for a wellness plan;
 - w. How do you integrate with a wellness vendor?
 - x. Describe your reporting capabilities for the 6055/6056 report and form 1094/1095-C filing;
 - y. Does your company offer outsource options for ACA reporting;
 - z. If so, please provide details around this service and if it's performed in house or by a third party;
 - aa. What is your timeline for obtaining new plan/carrier information for Open Enrollment;
 - bb. How does your system prevent claims overpayments for ineligible dependents;
 - cc. Does your system automatically detect all COBRA qualifying events;
 - dd. Do you have an all-inclusive COBRA report that can be generated for both employees and dependents regularly;
 - ee. Do you offer COBRA administration; and,
 - ff. What other outsource services are available (i.e., FSA administration, HSA administration, FML/Leave administration, etc.)?
9. Data Transfer Section. Please address the following:
- a. Please describe your data transfer capabilities;
 - b. What data file transmissions do you require from the City;
 - c. What data and format are required;
 - d. In transmitting data to carriers, do you employ fully automated, electronic file feeds;
 - e. Can these file feeds be customized to carrier specifications;
 - f. Can you adhere to ANSI file standards in accordance with HIPAA;
 - g. How do you integrate information back to our payroll / HRIS systems (currently Banner);
 - h. Do you prefer to receive full files or changes only files on an ongoing basis;
 - i. Can you provide data to carriers and our companies weekly;
 - j. Describe the audit and reconciliation processes you perform on transaction exchanges;
 - k. Please provide any experience that you've had with the City's current vendors, Anthem Blue Cross & Blue Shield (WGS), Superior Dental Care, Hartford, The Standard, and Banner;
 - l. Can you accept and feed to retirement plan vendors;
 - m. If so, please provide specifics on the information that can be shared via the online enrollment portal; and,
 - n. Describe your biggest challenge in this area?
10. Technology Overview Section. Please address the following:
- a. Describe your system architecture - what database(s), operating system(s), application tool(s), middleware, and so on are used;
 - b. How often is maintenance performed;
 - c. When/how are clients notified of maintenance;
 - d. How is maintenance scheduled;
 - e. How often are system upgrades completed;
 - f. Describe your upgrade release process;
 - g. Are there additional charges for system upgrades;
 - h. Describe the audit trail capabilities of your system;
 - i. Do you have a separate test environment that mirrors the production database;
 - j. Please describe your process when functionality is implemented in the production environment – changes to the system, testing, and migration to production;

- k. Is every change to the production database documented with a timestamp and user id as to who made the change;
 - l. What hardware/software will be required in the City;
 - m. Describe your minimum browser requirements;
 - n. What options are available for employees without Internet access;
 - o. What provider hosts (physically) your Internet presence, or is it self-hosted;
 - p. Where is the facility;
 - q. How is physical security provided;
 - r. What are your firewall policies;
 - s. How are file transfers or other data interfaces executed and secured;
 - t. Is your system scalable;
 - u. How do you ensure that there is no performance degradation;
 - v. What is your backup/disaster recovery plan for system failures;
 - w. How are backups performed - what partner(s) are used, how frequent, are they off-site;
 - x. How long does data recovery take for "routine" (not total disaster but just database) incidents;
 - y. Is fail-over to a warm site supported;
 - z. Is a cold site prepared for disaster recovery;
 - aa. What is the timeframe to return to operational business in the event of total facility disaster;
 - bb. Describe your authentication process and various levels of user security;
 - cc. What measures do you have in place to prevent unauthorized access;
 - dd. How are passwords protected;
 - ee. Pursuant to Sarbanes Oxley, what assurance can you provide regarding your internal control and security of employee data;
 - ff. Please describe the amount of control we have in limiting the amount of data each user has access to view/edit;
 - gg. Please provide details on all levels of security that we can maintain on your system;
 - hh. Does your organization have an open platform and technology for third party developers; and,
 - ii. Does your organization have commercially available APIs?
11. HIPAA Compliance Section. Please address the following:
- a. Describe how your organization ensures that you and your clients comply with the latest HIPAA regulations and guidelines;
 - b. Describe your processes and workflow concerning the handling and disclosure of "Protected Health Information" (PHI);
 - c. Is your system HIPAA compliant for data security;
 - d. Explain how your system is HIPAA compliant for data security;
 - e. Does your system maintain a record of benefit transactions in accordance with HIPAA;
 - f. If so, how long is the data retained;
 - g. How many years of employee history and changes do you keep on your system; and,

Can your system handle the new Healthcare Legislation requirements?

2.04 Pricing Structure. PRICES PROPOSED WILL REMAIN FIRM FOR ACCEPTANCE WITHIN **180** CALENDAR DAYS AFTER THE RFP CLOSING DATE. Pricing will be scored with the lowest total cost receiving the full amount of points. For respondents that fall after, their costs will be divided into the lowest cost and multiplied by the total points available. Pricing will be reviewed in accordance with the City's Ordinances and Charter in conjunction with the Ohio Revised Code. The City is committed to a full, complete, and competitive bidding process related to the creation and subsequent management of a BAOE system. The City has earmarked available monies to fund this project; however, the actual budget is not available at this time. Vendors are encouraged to be creative and resourceful in proposing the most cost-effective and efficient solutions for the needs outlined in this RFP. The vendor must provide a proposal with a maximum cost for the total project based on the project described herein. The total project's pricing should include a total price, with a component breakdown for review purposes. Additional recommendations and services or options may be included as additions to the project on an optional basis to the extent desired. These optional items shall be priced separately from this maximum project cost but still included in the RFP response.

SECTION 3 – REQUIREMENTS AND CONDITIONS FOR ALL PROPOSERS

3.01 TAX EXEMPTION. All items purchased under this contract will be exempt from the State of Ohio Sales Tax as provided for in Section 5739-02(b)(1) of the Revised Code of Ohio and will be exempt from the State of Ohio Use Tax, Section 5741.02(C)(2). Blanket Certification of Exemption Forms will be furnished to the Proposer by the Division of Purchasing.

3.02 PROPOSER AFFIDAVIT. If the successful proposer should be a corporation not incorporated under the laws of the State of Ohio, a certificate from the Secretary of State showing the rights of the successful proposer to do business in the State of Ohio shall be furnished. Each proposer is required to submit with their bid, an Affidavit stating that neither the proposer nor agents thereof, nor any other party of the proposer has paid or agreed to pay directly or indirectly, any person, firm or corporation, any money or valuable consideration for assistance in procuring or attempting to procure the contract herein referred to, and further agreeing that no such money or reward will hereafter be paid.

3.03 PROCUREMENT ENHANCEMENT PROGRAM. It is the policy of the City to promote full and equal business opportunity to all persons doing business with the City. The City must ensure that businesses seeking to participate in contracting and procurement activities with the City are not prevented from doing so based on the race or gender of their owners. The City is committed to ensuring that it is not engaged in passive participation in any form of discrimination. (R.C.G.O. Section 35.32) It is the City of Dayton’s position to encourage the greatest participation possible on all projects connected with any aspect of the City’s auspices through the Procurement Enhancement Program (PEP). All contractors are encouraged to visit <http://daytonhrc.org/business-technical-assistance/certification/> to learn more about PEP and other certification programs, and to review the list of currently certified Minority-Owned, Woman-Owned and Small Business Enterprises.

3.04 PROPOSER’S FINANCIAL OBLIGATION TO THE CITY. No bid may be accepted, or contract awarded to any person, firm or corporation that is in arrears or in default to the City, or that is a defaulter of surety or otherwise upon any obligation to the City or has failed to perform faithfully any previous contract with the City.

3.05 PROPOSER’S INCURRED COSTS. Each proposer shall be responsible for all costs incurred in preparing a response to this RFP. All materials and documents submitted by the proposer in response to this RFP shall become the property of the City and shall not be returned. Respondents selected for further negotiations, as well as the proposer ultimately selected to enter into a contractual agreement with the City, shall be responsible for all costs incurred by it during negotiations.

3.06 AFFIRMATIVE ACTION ASSURANCE (AAA). The selected Contractor must electronically submit an Affirmative Action Assurance application via the City’s online vendor portal (citybots.com) and obtain approval from the Human Relations Council (HRC) to do business with the City. You may contact the HRC for the Rules and Regulations regarding AAA certification at:

Human Relations Council
371 West Second Street, Suite 100
Dayton, Ohio 45402
(937) 333-1403 (Office)
(937) 222-4589 (Fax)

Failure to maintain active AAA certification with the HRC may result in termination of the contract and/or denial of future contract awards from the City. AAA certification must be updated annually via citybots.com.

3.07 STANDARD AGREEMENT TERMS FOR PROFESSIONAL SERVICES – These are standard terms are subject to change by the City prior to the award of the contract.

ARTICLE 1. TERM

The Agreement shall commence upon execution by the City and shall terminate upon expenditure of all funds provided herein or on December 31, 2024, whichever date is earlier. The Agreement shall be renewable for three (3) optional one (1) year periods at the discretion of the City.

ARTICLE 2. SERVICES TO BE PERFORMED BY CONTRACTOR

Contractor shall provide all services necessary to complete the Services that are described in the Scope of Work above, which is incorporated herein by reference.

ARTICLE 3. COMPENSATION

Contractor shall submit invoices, not more frequently than monthly, for payment of the Services provided. Such invoices shall state the invoice period, total amount requested, and Services provided during the invoice period. The City will, unless disputed, remit payment of all undisputed amounts of invoices within thirty (30) days from receipt thereof.

ARTICLE 4. CITY'S RESPONSIBILITIES

The City will furnish Contractor, at no cost or expense, all reports, records, data that might be necessary or useful to complete the Services required under this Agreement.

ARTICLE 5. STANDARD OF CARE

Contractor shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by a professional under similar circumstances. Contractor shall have no liability for defects in the Services attributable to Contractor's reliance upon or use of data or other information furnished by the City or third parties retained by the City.

If, during the one-year period following completion of the Services, it is shown there is an error in the Services caused by Contractor's failure to meet such standards and City has notified Contractor in writing of any such error within that period, Contractor shall perform, at no additional cost to City, such Services within the original Project as may be necessary to remedy such error.

ARTICLE 6. INDEMNIFICATION

Contractor shall indemnify and defend the City and its elected officials, officers, employees and agents from and against all claims, losses, damages, and expenses (including reasonable attorneys' fees) of whatsoever kind and nature, to the extent that such claims, losses, damages, or expenses are caused by or arise out of the performance or non-performance of this Agreement and/or the acts, omissions, or conduct of Contractor and its agents, employees, contractors, sub-contractors and representatives in undertaking and performing the Services.

This Article shall survive early termination or expiration of this Agreement.

ARTICLE 7. INSURANCE

During the term of this Agreement, Contractor shall maintain, at its sole cost and expense, no less than the following insurance issued by an insurance company authorized to conduct business in the State of Ohio and having an "A" rating or better by A.M. Best:

- (1) General Liability Insurance, having a combined single limit of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate.
- (2) Automobile Liability Insurance, having a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- (3) Employers' Liability Insurance, having a limit of \$500,000 for each occurrence.
- (4) Professional Liability Insurance, having a limit of \$1,000,000 annual aggregate.
- (5) Contractor shall maintain errors and omissions insurance in the amount of \$1,000,000.00.

Current certificates of insurance for all policies and concurrent policies required to be maintained by Contractor pursuant to this Article shall be furnished to the City. All such insurance policies, excluding Professional Liability Insurance, shall name the City, its elected officials, officers, agents, employees, and volunteers as additional insureds, but only to the extent of the extent of the policy limits stated herein. All policies of insurance required hereunder shall contain a provision requiring a minimum of thirty (30) days advance written notice to the City in the event of cancellation or diminution of coverage. Contractor also shall maintain Workers' Compensation Insurance in such amounts as required by law for all employees and shall furnish to the City evidence of same.

ARTICLE 8. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Except as otherwise provided in this Agreement, documents and reports prepared by Contractor as part of the Services shall become the sole and exclusive property of the City upon payment. However, Contractor shall have the unrestricted right to their use.

Contractor shall retain its rights in pre-existing and standard scripts, databases, computer software, and other proprietary property. Rights to intellectual property that is not specifically designed or created exclusively for the City in the performance of this Agreement shall also remain the property of Contractor.

ARTICLE 9. TERMINATION

This Agreement may be terminated by the City upon written notice in the event of substantial failure by Contractor to perform in accordance with the terms of this Agreement. Contractor shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party. The City may terminate or suspend performance of this Agreement for the City's convenience upon thirty (30) days prior written notice to Contractor. In the event of termination by the City hereunder, the City will pay Contractor for Services provided up to the date of termination. Any such termination shall not relieve the vendor of any liability to the City for damages sustained by any breach by the vendor. The City will be under no further monetary obligation or commitment to the vendor. The City may terminate this contract at any time upon 30 days written notice to the vendor. In the event of termination, the City may, at its option, exercise any remedy available to it, including the Uniform Commercial Code, according to Ohio law.

ARTICLE 10. STANDARD TERMS

A. DELAY IN PERFORMANCE

Neither the City nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either the City or Contractor under this Agreement, provided the aforementioned circumstances are not due to the negligence or fault of the asserting party or any of its agents, employees, contractors, sub-contractors and/or representatives.

Should such circumstances occur the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

B. GOVERNING LAW AND VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without giving effect to the principles thereof relating to conflicts or choice of laws. Any arbitration, litigation or other legal matter regarding this Agreement or performance by either party must be brought in a court of competent jurisdiction in Montgomery County, Ohio.

C. COMMUNICATIONS

Any written communication or notice required or permitted by this Agreement shall be made in writing and shall be delivered personally, sent by express delivery, certified mail or first-class U.S. mail, postage pre-paid to the address specified below:

Company Name: _____
Address: _____
City, State Zip Code _____
Attention: _____
Title: _____

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Contractor and the City.

D. EQUAL EMPLOYMENT OPPORTUNITY

Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, or handicap with respect to employment, upgrading, demotion, transfer, recruitment or recruitment advertising, lay-off, termination, rates of pay or other forms of compensation, or selection for training, including apprenticeship.

It is expressly agreed and understood that Section 35.14 of the Revised Code of General Ordinances of the City of Dayton constitutes a material condition of this Agreement as fully and as if specifically, rewritten herein and that failure to comply therewith shall constitute a breach thereof entitling the City to terminate this Agreement at its option and may bar Contractor from receiving future City contracts.

E. WAIVER

A waiver by the City or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall be effective only in the specific instance and for the specific purpose for which it is given and shall not affect the waiving party's rights with respect to any other or further breach.

F. SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void, unenforceable, invalid or illegal provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the portion or provision.

G. INDEPENDENT CONTRACTOR

By executing this Agreement for professional services, Contractor acknowledges and agrees that it will be providing services to the City as an "independent contractor". As an independent contractor for the City, Contractor shall be prohibited from representing or allowing others to construe the parties' relationship in a manner inconsistent with this Article. Contractor shall have no authority to assume or create any obligation on behalf of, or in the name of the City, without the express prior written approval of a duly authorized representative of the City.

Contractor, its employees and any persons retained or hired by Contractor to perform the duties and responsibilities under this Agreement are not City employees, and therefore, such persons shall not be entitled to, nor will they make a claim for, any of the emoluments of employment with the City of Dayton. Further, Contractor shall be responsible to withhold and pay, or cause such agents, contractors and sub-contractors to withhold and pay, all applicable local, state and federal taxes. Contractor acknowledges its employees are not public employees for purposes of Ohio Public Employees Retirement System ("OPERS") membership.

H. ASSIGNMENT

Contractor shall not assign any rights or duties under this Agreement without the prior written consent of the City. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent Contractor from employing independent Contractors, associates, and subcontractors to assist in the performance of the Services.

I. THIRD PARTY RIGHTS

Except as expressly provided in this Agreement, nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and Contractor.

J. AMENDMENT

The parties may mutually agree to amend this Agreement. However, no such amendment shall be effective unless it is reduced to a writing, which references this Agreement, executed by a duly authorized representative of each party and, if applicable or required, approved by the Commission of the City of Dayton, Ohio.

K. POLITICAL CONTRIBUTIONS

Contractor affirms and certifies that it complies with Ohio Revised Code § 3517.13 limiting political contributions.

L. INTEGRATION

This Agreement represents the entire and integrated agreement between the City and Contractor. This Agreement supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement.

This Agreement represents the entire and integrated agreement between the City and Contractor. This Agreement supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement.

M. PCI COMPLIANCE

Bidder/proposer (“Offeror”) represents and warrants that, for the entirety of any agreement resulting from this solicitation that involves processing credit and/or debit card revenue transactions on behalf of the City of Dayton that the solution is clearly defined to warrant the following:

1. All computer software, hardware, firmware, payment card processing policies, procedures and related services proposed to be utilized to process City of Dayton revenue transactions shall be:
 - a. Completed by a qualified professional payment card processing firm acceptable and approved by the City of Dayton; and,
 - b. Fully compliant with standards established by the PCI Security Standards Council (<https://www.pcisecuritystandards.org/index.shtml>).
2. Offeror shall provide and agrees to maintain the PCI compliance reporting Attestation of Compliance (“AOC”) Form(s) in its/their latest version(s), or within the year of record as requested and/or in an annual transmittal to the City of Dayton. (https://www.pcisecuritystandards.org/documents/PCI-DSS-v3_2-AOC-Merchant.docx?agreement=true&time=1493826893795 or <https://www.pcisecuritystandards.org/documents/PCI-DSS-v3-AOC-Offeror.docx?agreement=true&time=1493826893795>).

Selection one of the following and initial on the adjacent line:

- Not Applicable (“N/A”) _____
- Offeror, reviewed, understands and hereby acknowledges and affirms that its offer to the City of Dayton satisfies these requirements and shall continue to satisfy these requirements for the duration of any resulting agreement; current and relevant AOC’s are attached to demonstrate satisfaction of these requirements at the time of offer to the City of Dayton. _____

N. LIVING WAGE ORDINANCE

“I certify the proposing entity complies with the City of Dayton Ordinance #30829-09 and the City’s Revised Code of General Ordinances Section 35.70 through 35.74 regarding Living Wages.”

- YES NO



City of Dayton, Ohio
Department of Human Resources

**SOFTWARE CONSULTANT AND ELECTRONIC BENEFITS ADMINISTRATION/OPEN
ENROLLMENT IMPLEMENTATION/COBRA AND ACA ADMINISTRATION**

RFP No. 21-010HR
MARCH 2021

EXHIBIT A – LETTER OF TRANSMITTAL

The undersigned hereby certifies that items furnished as a result of this proposal will be in full accordance with the City of Dayton specification applying thereto unless exception are stated above.

The Proposer’s name and address exactly as it would appear in a contract:

Entity Name: _____

Street Address: _____

City, State, Zip: _____

Proposer’s Phone Number: _____

Proposer’s Fax Number: _____

Proposer’s E-mail Address: _____

Form of Ownership **Sole Proprietorship** **Franchise** **Partnership** **Corporation**
 Joint Venture **LLC** **Other (Specify):** _____

If a corporation, state of incorporation: _____

Federal Identification Number (or SSN if sole proprietorship): _____

Please include your IRS Form W9 with your proposal.

I certify the proposing entity complies with City of Dayton Ordinance #30829-09 and the City’s Revised Code of General Ordinances Section 35.70 through 35.74 regarding Living Wages. Yes No

SIGNATURE: _____

PRINTED NAME AND TITLE: _____

By signing this page, you state that you are an authorized representative, and have reviewed and are presenting this proposal on behalf of your business entity. Please continue completing this exhibit on the next page.

EXHIBIT A – LETTER OF TRANSMITTAL (continued)

COMPANY PROFILE AND BACKGROUND

Name of Proposing Company: _____

Company’s Primary Business - State the proposer’s primary business, the number of years in the industry, and the number of employees assigned to these related activities:		
Primary Business	# of Years	# of Employees Assigned

If a corporation, state of incorporation: _____

Current Pending Lawsuits: Please provide all suits either with the City of Dayton or any other Municipalities and Government Agencies; including, but not limited to Federal, State, Local or other Municipalities and Governmental Agencies:

Local Office of Proposer: Office in/nearest to Dayton, Ohio: _____

Federal Identification Number (or SSN if sole proprietorship): ##-#####

Key Personnel:

Name	Title	Contact Information: Mailing address, telephone number, fax number and email address	Designated as Primary Contact for the City of Dayton? YES / NO



City of Dayton, Ohio
Department of Human Resources

**SOFTWARE CONSULTANT AND ELECTRONIC BENEFITS ADMINISTRATION/OPEN
ENROLLMENT IMPLEMENTATION/COBRA AND ACA ADMINISTRATION**

RFP No. 21-010HR
MARCH 2021

EXHIBIT B – REFERENCES FOR PROPOSING COMPANY

Name of Proposing Company: _____

List company names, addresses, and telephone numbers for at least three references presently or previously served by your Company for RFP No. 21-010HR. Do not use the City of Dayton as a reference.

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____



City of Dayton, Ohio
Department of Human Resources

**SOFTWARE CONSULTANT AND ELECTRONIC BENEFITS ADMINISTRATION/OPEN
ENROLLMENT IMPLEMENTATION/COBRA AND ACA ADMINISTRATION**

RFP No. 21-010HR
MARCH 2021

EXHIBIT C – PRODUCT MANUFACTURE LABOR STANDARDS: VENDOR COMPLIANCE FORM

By informal resolution 301-97, the City of Dayton is prohibited from purchasing, leasing, renting or taking on consignment goods for use or for resale by the City which were produced under sweatshop conditions.

The City of Dayton requests the following information concerning the products you intend to provide to the City because of this bid. This information will allow us to determine your products’ compliance with the standards outlined in informal resolutions 301-97.

We require that you make a good faith effort to ascertain the following about the factories which manufacture the products you intend to supply to the City and that you make information available to us for our verification of your claims.

Child Labor. The factory or producer does not employ anybody younger than the legal age as established by the jurisdiction in which such factory or producer is located for children to work or participate in the production.

Forced Labor. The factory or producer does not use forced labor of any kind-prison labor, indentured labor or bonded labor. However, goods produced by prisoners and/or patients as part of a formal rehabilitation or treatment program shall not be considered “forced labor” under the terms of this section.

Wages and Benefits. The factory or producer pays and/or provides at least the minimum wages and/or benefits as required by law in the jurisdiction in which the factory or producer is located.

Hours of Work. Employees are not required to work more hours than the maximum allowed by law for the jurisdiction in which the factory or producer is located.

Worker Rights. The factory or producer makes available to its employees such rights and procedures as required by law for the jurisdiction in which the factory or producer is located.

Health and Safety. The factory or producer provides at least the minimum safe and healthy working environment as required by law for the jurisdiction in which the factory or producer is located.

Notice to Employees. The factory or producer provides all applicable notices to its workers as required by law for the jurisdiction in which the factory or producer is located.

This compliance form must be submitted with your bid. If at any time your products are found to be out of compliance with these standards, or if you refuse to provide information to the City for our verification of compliance, the City reserves the right to terminate contracts for those products.

City of Dayton Ref. No.: _____

Bidding Company: _____

Address: _____

Signature/Title: _____

Federal I.D.#: _____

Phone No.: _____

Fax No.: _____



EXHIBIT D- BUSINESS INCOME TAX QUESTIONNAIRE

Business Income Tax Questionnaire

The following information is required to determine your City of Dayton, Ohio income tax liability, if any, and to set up your account if required.



Type of Tax Filing: (check all that apply)

- 1. Employee Withholding FEIN #
2. Corporate Earnings FEIN #
3. Individual Ownership Earnings SSN #
4. Partnership Earnings FEIN #

Company Name Phone #

Mailing Address City St. Zip

Local Business Address City St. Zip

Check the jurisdictions that we administer that you operate in:

- Dayton City Limits Dayton Wright Brothers Airport Dayton International Airport NONE

Date Business Started in Our Taxing Jurisdiction

Your Accounting Period? Calendar Year or Fiscal Year ending on

Withholding Information *Quarterly Withholding cannot exceed \$600.00

Do you have employees? Yes or No Date First Employee Started Working in Our Jurisdiction

Do you submit withholdings QUARTERLY* or MONTHLY?

Is this a courtesy withholding for your employees who are residents of the above cities only? Yes or No

Do you rent or sublease property or space in the Dayton jurisdiction to another business or individual? Yes No

If so list Names, Addresses, and Tax ID below. If Yes, do they have employees working at that location? Yes No

Do you use Subcontractors? Yes No If so list Names, Addresses, and FEIN or Social Security Numbers below.

If you have filed returns with our office before, show Name and Tax ID #s used, and for what tax years you filed.

Full name of Owner of Company

If this is a change of ownership, please provide the date of change, the name, address, and phone number of former owner

If you are not liable to pay taxes in our jurisdiction, please explain why.

Signature Title Date

Thank you for your cooperation in this request. For more tax information is available at www.daytonohio.gov

Please return by MAIL or by FAX to: City of Dayton, Division of Revenue & Taxation, 101 West 3rd Street, P.O. Box 2806, Dayton, Ohio 45401 (937) 333-3500 ~ Fax (937) 333-4280

CS-25c