
SECTION V: COST PROPOSAL REQUIREMENTS**A. General:**

The information in this Section A, and Section B below, is presented for use by Offerors in developing their Cost Proposal. Additional information which may impact an Offeror's proposed pricing may be contained in other sections of this RFP, including but not limited to Section VII. Each Offeror may submit **only one** Cost Proposal.

1. The ***Workforce Analytics Fee*** quoted must be a fixed all-inclusive rate to be assessed and paid to cover all of the Offeror's costs in fulfilling its duties and responsibilities in the performance of Workforce Analytics as set forth in Section IV.B.2.a of this RFP. The ***Workforce Analytics Fee*** will be a fixed monthly fee charged to the Department, and guaranteed for the duration of the applicable tax year. Quoted fees that fluctuate within the tax year will not be accepted by the Department. However, Offerors may propose amounts that are different for each tax year over the five (5) year term of the Contract as specified in **Exhibit III. A**, "PPACA Compliance Services Workforce Analytics Fee". However, such amounts cannot be based on any index or variable inflation rate. Once the contract is awarded, any changes to the quoted fee must satisfy the terms and conditions outlined in Section VII, Article 6.2.0 of the draft contract to this RFP.
2. The ***Statutory IRS Reporting Fee*** must be a fixed all-inclusive rate to be assessed and paid for each Form 1095-C sent to required individuals and transmitted to the IRS. This fee will also apply to corrected forms resubmitted due to an error on behalf of the Department. The quoted fixed fee will cover all the Offeror's costs, including postage, in fulfilling its duties and responsibilities in the performance of Statutory IRS Reporting Program Services as set forth in Section IV.B.3.a of this RFP. The ***Statutory IRS Reporting Fee*** will be a fixed fee charged to the Department and guaranteed for the duration of the applicable tax year. Offerors may propose amounts that are different in each year over the five (5) year term of the Contract as specified in **Exhibit III.B**, PPACA Compliance Services Statutory IRS Reporting Fee. However, such amounts cannot be based on any index or variable inflation rate. Once the contract is awarded, any changes to the quoted fee must satisfy the terms and conditions outlined in Section VII, Article 6.2.0 of the draft contract to this RFP.
3. The Offeror shall not charge the Department for any other fees or costs other than those specified in Section V.A.1 and V.A.2 of this RFP.

4. For calendar year 2016, the State provided Form 1095-C to 258,589 individuals and reported health insurance coverage for an additional 252,246 dependents. For calendar year 2015, the State provided Form 1095-C to 257,585 individuals and reported health insurance coverage for an additional 254,495 dependents. The Offeror shall assume that the number of forms and total covered lives to be distributed under the Agreement shall be consistent with these figures. However, the Department cannot guarantee that, during the term of the Agreement, the size of this population will remain consistent. Additionally, for State employees at Cornell University, the university determines the Full-Time status of these employees and provides Form 1095-C to this population outside of the process outlined in this RFP. Cornell University then provides a count of all State employees who received a Form 1095-C to the State of New York. This reporting is included in the State's Form 1094-C filing. Thus, Form 1094-C will include a larger number of individuals than the number of individuals to whom Form 1095-C was distributed pursuant to this Agreement.
5. The Offeror shall bill the Department on a monthly basis for the Workforce Analytics Fee via the submission of a monthly invoice. The Offeror shall bill the Department on an annual basis for the Statutory IRS Reporting Fee after the successful transmission of required information to the IRS. Upon the Contractor's submission of an invoice and supporting documentation, the Department shall prepare a voucher to submit to the Office of the State Comptroller (OSC). After OSC review, OSC shall electronically transfer the requested funds to the Contractor. On average, payment will be within 30 Days after the receipt of the monthly invoice by the Department. Performance credits (if any) will be reflected in the monthly invoice and deducted from the amount paid to the Contractor.

B. Offeror's Cost Proposal

The following describes the requirements for Offerors' Cost Proposal submissions:

1. The Department expects Offerors will propose aggressive pricing consistent with the size of the Department's Program. Offerors must complete and submit **Exhibits III.A and III.B**, of this RFP setting forth its proposed 'Workforce Analytics Fee' and 'Statutory IRS Reporting Fee.' Offerors' proposed Workforce Analytics Fee' and 'Statutory IRS Reporting Fee' as set forth in the Offeror's **Exhibit III.A and Exhibit III.B** respectively, submission must be **guaranteed** for the term of the Agreement, although Offerors may propose varying fee levels for each year of the Agreement. **Offerors must fill in quotes in the spaces provided. The Department will not accept modifications to these exhibits.**