



Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: October 16, 2017

Re: Application software, Inc. (ASI/ASIFLEX) Business Associate Agreement

## Executive Summary

An ordinance authorizing the City Manager to sign the Business Associate Agreement between the City of Columbia and ASI/ASIFLEX to comply with the requirements of Federal Health Insurance Portability and Accountability act of 1996 and related regulations (HIPAA).

## Discussion

The City of Columbia and ASI/ASIFLEX have a contractual agreement to provide pre-tax flexible medical and dependent care flexible benefits since 1/1/2012. The contract was bid through the City's centralized purchasing division. The attached Business Associate Agreement is necessary to comply with the HIPAA which was enacted in 1996.

## Fiscal Impact

Short-Term Impact: None

Long-Term Impact: None

## Strategic & Comprehensive Plan Impacts

### Strategic Plan Impacts:

Primary Impact: Operational Excellence, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

### Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

## Legislative History

| Date      | Action   |
|-----------|--|
| 01/1/2012 | Contract with Application Software, Inc. dba ASI/ASIFlex was awarded through RFP #50/2011. |
| 10/1/2017 | Contract with Application Software, Inc. dba ASI/ASIFlex was awarded through RFP #35/2017. |

## Suggested Council Action

Approve the attached ordinance.