



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: December 4, 2023

Re: Business Associate Agreement between the City of Columbia and CBIZ Benefits and Insurance Services, Inc. to comply with HIPAA and HITECH Laws and Regulations.

Executive Summary

The federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH) require the City of Columbia to have a Business Associate Agreement (BAA) with any organization that provides benefit consulting services to the city.

Discussion

The City completed a competitive RFP process per policy, and CBIZ Benefits and Insurance Services, Inc. (CBIZ) was awarded the bid. CBIZ provides consultation services to the City of Columbia for all of the City's insurance programs offered as employee benefits. HIPAA requires a Business Associate Agreement between the City and CBIZ that states that both parties will follow all laws and regulations regarding individually identifiable health information, including Protected Health Information. The purpose of the BAA is to comply with the requirements of HIPAA and HITECH.

The BAA is attached and, if approved, will be effective January 1, 2024.

Fiscal Impact

Short-Term Impact: All costs associated with this service have been included in the FY 2024 budget.

Long-Term Impact: 1-Year contract that may be renewed annually for up to 5-years. The fixed cost is \$50,000 per year.

Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Organizational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

[Comprehensive Plan Impacts:](#)

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Legislative History

Date	Action
09/04/2018	Resolution 140-18 – Authorized the City Manager to execute a Business Associate Agreement with CBIZ Insurance and Benefits, Inc.

Suggested Council Action

Adoption of this resolution.