

Ulster BOCES

Affordable Care Act Support

RFP #: 23-21A

May 10, 2022



Alera Group formally CPI-HR
109 Twin Oaks Drive, suite U8
Syracuse, NY 13204
Fax: 440-542-7801

CPI-HR
AN ALERA GROUP COMPANY

Enhancing People and Profit Benefit Advisors

Michael Grinnell, VP, 315-225-7895
michael.grinnell@aleragroup.com
Kirsten McBride, VP, 315-761-9537
kirsten.mcbride@aleragroup.com

Erin Lynch
Ulster County BOCES
Administration Building
175 Route 32 North
New Paltz, NY 12561

Re: Affordable Care Act Support RFP# 23-21A

CPI-HR/Alera Group has enjoyed working with your BOCES over the past four years and appreciates the opportunity to propose for the Ulster BOCES Affordable Care Act (ACA) Support for the coming years. As States add on reporting requirements, ACA will become increasingly complicated.

As you know CPI-HR has rebranded to Alera Group. The ACA services we provide are still our top priority and all team members are excited for the growth. Alera Group has a National scope that strives on local service. We have read and understand the services required in this RFP and are qualified and prepared to meet the requirements.

Your lead consultants will be Mike Grinnell and Kirsten McBride, they have been specializing in Employee Benefits consulting and strategic planning for many years with a focus on ACA compliance since 2010. Our Syracuse team is staffed with ACA specialists to continue providing your day to day ACA compliance.

Based on our experience, in-depth knowledge of your group, background, and continued involvement with the Affordable Care Act compliance, we feel we are the best qualified to perform the services outlined in this RFP.

Should you have any questions or concerns, please feel free to contact us at (315) 225-7895. We look forward to serving the BOCES.

Sincerely,

A handwritten signature in black ink that reads 'Michael Grinnell'.

Michael Grinnell
Vice President
Administration & Compliance

A handwritten signature in black ink that reads 'Kirsten McBride'.

Kirsten McBride
Vice President
Administration & Compliance

**Alera Group
Data Security/Privacy Plan**

We are using a Sonicwall firewall solution which is under a maintenance contract and gets regular software / firmware updates. (www.SonicWall.com)

Our virus protection solution is WebRoot (<https://my.webrootanywhere.com>)

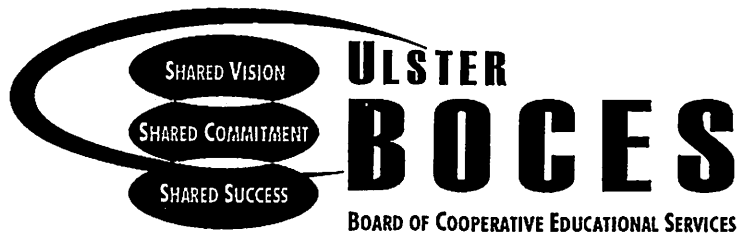
Our offsite backup solution is Intronis (<http://www.intronis.com/>) and we have a Disaster Recovery Plan in place.

We use Sharefile for all personal information sharing.

Alera Group's SSAE 16 SOC 1 Certification.

A handwritten signature in black ink, appearing to read 'Michael Grinnell', written over a horizontal line.

Michael Grinnell



Parents Bill of Rights - Data Privacy & Security

Ulster BOCES is committed to protecting the privacy and security of student, teacher, and principal data. In accordance with New York Education Law §2-d, Ulster BOCES wishes to inform the community of the following:

1. A student's personally identifiable information cannot be sold or released for any commercial purposes.
2. Parents have the right to inspect and review the complete contents of their child's education record.
3. State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.
4. A complete list of all student data elements collected by the State is available for public review at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>, or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to:

Ulster BOCES
175 Route 32 North
New Paltz, New York 12561

or

Chief Privacy Officer
New York State Education Department
89 Washington Avenue
Albany, New York 12234

Complaints may also be directed to the
Chief Privacy Officer (CPO) via e-mail at
CPO@mail.nysed.gov

6. The District Superintendent shall develop regulations to insure compliance with all state and federal laws and regulations regarding the protection and security of student, teacher, and principal data.

Supplemental Information Regarding Third Party Contractors

In the course of complying with its obligations under the law and providing educational services, Ulster BOCES has entered into agreements with certain third-party contractors. Pursuant to such agreements, third-party contractors may have access to "student data" and/or "teacher or principal data," as those terms are defined by law.

Each contract Ulster BOCES enters into with a third party contractor where the third party contractor receives student data or teacher or principal data will include the following information:

1. The exclusive purposes for which the student data or teacher or principal data will be used;
2. How the third party contractor will ensure that the subcontractors, persons or entities that the third party contractor will share the student data or teacher or principal data with, if any, will abide by data protection and security requirements;
3. When the agreement expires and what happens to the student data or teacher or principal data upon expiration of the agreement;
4. If and how a parent, student, eligible student, teacher or principal may challenge the accuracy of the student data or teacher or principal data that is collected; and
5. Where the student data or teacher or principal data will be stored (described in such a manner as to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted. The State Education Department ("SED") has issued a preliminary Parents' Bill of Rights for Data Privacy and Security which is subject to change. Additional elements will be developed in conjunction with the CPO, districts, parents and the Board of Regents. In the meantime, you can access additional information and a question and answer document issued by SED at <http://www.p12.nysed.gov/docs/parents-bill-of-rights.pdf>.

This Bill of Rights is subject to change based upon regulations of the Commissioner of Education and the New York State Education Department Chief Privacy Officer, as well as emerging guidance documents.

Signature: Michael A. Grinnell
Print Name: Michael A. Grinnell
Title: Vice President, Administration & Compliance
Company Name: Alera Group
Date: 5/6/22