

E-12

TOWN/VILLAGE OF HARRISON  
PERSONNEL OFFICE

TO: RONALD BELMONT, SUPERVISOR AND MEMBERS OF THE TOWN BOARD  
FROM: DEBRA SCOCCHERA, PERSONNEL MANAGER  
RE: TOWN BOARD MEETING OF MARCH 7, 2019  
DATE: FEBRUARY 27, 2019

Authorization is requested for the Town/Village of Harrison to enter into an agreement with Part D Advisors, Inc. for the purpose of providing services to us with our Retiree Drug Subsidy Application and Payment Process.

They will be assisting me with all RDS website account setup and maintenance, the application setup and maintenance, application setup and maintenance, the monthly payment request process and the annual reconciliation 12 step process.

The cost for this service is billed monthly at the rate of \$2.25 per Medicare eligible retiree, which will come to approximately \$7,000 per year.

Funding for this contract is available in budget line 001-1900-100-4407 Town Fund Special Items Special Services.

Authorization for the Supervisor to execute the agreement is also requested once a review of the agreement is completed by the Law Department.

Respectfully submitted.