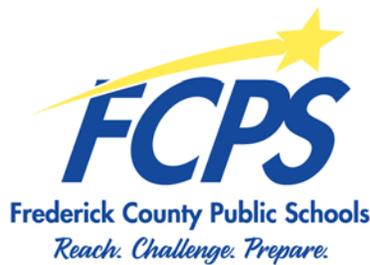


Purchasing Office
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kim.miskell@fcps.org



Kerrie Koopman CPPB, CPPO,
Purchasing Manager
**Kim Miskell, CSBO, Assistant Purchasing
Manager**
Bill Meekins CPPB, CPPO, CSBO, CPCP,
Purchasing Agent
Shane Ryberg, Purchasing Agent

ADDENDUM

January 28, 2020

ADDENDUM # 1

RFP 20MISC7, Flexible Spending Account Administration

DUE DATE & TIME: FCPS Main Lobby, Thursday, February 6, 2020, prior to and time stamped no later than 2:00 P.M.

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original packages and any resultant contracts for the above RFP.

1. Questions received to date that have not been addressed in the attached will be answered in a forthcoming Addendum.
2. This Addendum includes the following attachment(s):
 - a. Questions/Answers (2 pages)
 - b. Signature Acknowledging Proposal (1 page)
 - c. Pre-Proposal Attendance Roster (1 page)

Thank you for your interest in bidding with Frederick County Public Schools and we apologize for any inconvenience this may have caused.

Sincerely,

Kim Miskell

Kim Miskell, CSBO,
Assistant Purchasing Manager

km/ab

pc: Donna Clabaugh, Senior Project Manager, Human Resources
Trion: Lisa Sagnella; Jennifer Geci; Jennifer Ritchie and Daniel Burton

1. Due to a previously scheduled meeting I am unable to attend the pre-bid conference in person. Is it possible to have a dial in for the call? That would be very helpful. **Answer: N/A at this point.**
2. Why is FCPS going out to bid? **Answer: Contract is open**
3. Are there any specific service issues with the current vendor? If yes, please elaborate.
Answer: We do not receive reports for auditing purposes. Evelyn cross check with billing and does not receive the census report that we're supposed to receive in a monthly basis to show enrollment and rollover.
4. Are there any areas where the current service could be improved? If yes, please elaborate.
Answer: The current service is running well. Additional communication with employees about the status of reimbursements and processing could be increased.
5. Are suspended debit cards an issue?
Answer: Debit cards are suspended when a claim is not validated. This is not a prevalent issue
6. Is the System considering offering an HSA/LPFSA in the future?
Answer: At this time, we are not considering these options.
7. Does FCPS have a designated representative with the current vendor? **Answer: Yes**
8. Will the questions asked be answered as received or after the January 30 deadline? **Answer: Yes, via addendums.**
9. Question: How many benefits-eligible employees for FCPS? **Answer: 6100**
10. Question: How many employees currently enrolled in Healthcare Flexible Spending Account? **Answer: 841.** How many employees currently enrolled in a Limited-Purpose Healthcare Flexible Spending Account (if offered)? **Answer: N/A.** How many employees currently enrolled in Dependent Care Flexible Spending Account? **Answer: 129.**
11. Question: Plan design information indicates that the Healthcare Flexible Spending Account is currently limited to \$2,500 maximum contribution annually. Federal regulations permit an annual contribution of \$2,750 for 2020. Will the FCPS consider amending the Healthcare Flexible Spending Account to permit the maximum contribution amount? **Answer: FCPS Healthcare FSA is limited to \$2,700**
12. Question: Will contractor be expected to attend onsite open enrollment or benefit fairs annually? **Answer: Yes** If yes; how many meetings? **Answer: 10 – (1 Health Fair, 4 Open Enrollment, 5 New Teacher Orientation)** How many different locations? **Answer: Different (Central Office, Schools)** Are meetings typically held on consecutive work days? **Answer: No**
13. Question: Can you describe the funding model used today? Are funds transferred on some recurring basis (daily, weekly, bi-weekly) as claims are paid and the FCPS is invoiced **or** does the FCPS use a payroll funding model whereby 100% of the payroll contributions are sent to the contractor?
Answer: Debit card transactions are summarized and pulled daily from FCPS account; other reimbursements by vendor are invoiced/pulled weekly. The weekly invoice also contains detailed backup for debit card transactions pulled daily. Contribution files are sent to the vendor for tracking/reporting but contributions are held by FCPS.
14. Question: What is the name of the HRIS/Ben Admin System used by FCPS? **Answer: PeopleSoft 9 HR.** Will enrollment and claims funding come from one entity for all schools or will it come from multiple sources? **Answer: One entity.** Will the contractor invoice one entity for monthly administrative fees? **Answer: Yes**

15. Question: Are client references required for this solicitation? If yes; how many and where should bidder include this information?

Answer: Yes, and they should be included with your technical proposal on a separate sheet. Please provide a minimum of three references.

16. **EXCEL PF-2 FSA Questionnaire (Question No. 29):** Can you provide a little more explanation around this question? We do not hold claims; we process claims daily and send reimbursements daily. Can you describe a situation in which the contractor would “hold claims”?

Answer: The amount and name of vendor does not match what they have in the system and needs proof of expense.

17. **EXCEL PF-7 Performance Guarantees (Overall Customer Satisfaction):** This PG indicates that “designated members of each entities benefits staff will complete an annual report card to evaluate vendors account team and the overall service performance”. The Directory of Schools included with this RFP (Pages 4 – 5) indicates that there are 67 schools under FCPS. Will the contractor be expected to provide account management services to each public-school contact under a 1: many relationship structure or will the contractor be expected to provide account management services to the FCPS Administrative Benefits Staff under a 1:1 relationship structure?

Answer: the contractor be expected to provide account management services to the FCPS Administrative Benefits Staff under a 1:1 relationship structure

18. Total number of eligible for FCPS. **Answer: 6100**

19. Total number enrolled in the FSA/Dependent Care. **Answer: answered in another question list**

20. Do you offer a debit card? **Answer: Yes**

21. Who is current administrator today? **AxisPlus**

22. Any issues? **Answer: No**

23. Please confirm the number of participants currently electing FSA and Dependent Care FSA;

Answer: FSA is 841 and Dependent Care is 129.

24. Please confirm the total number of eligible employees for FSA. **Answer: 6100**

25. Who is the current carrier for administrating FSA and what are the pain points FCPS is facing with the administration. **Answer: AxisPlus**

26. Please provide current rates for FSA Administration. **Answer: \$2.90 PMPM**

RFP 20MISC7, FLEXIBLE SPENDING ACCOUNT ADMINISTRATION
SIGNATURE ACKNOWLEDGING PROPOSAL

Note: When submitting your bid/proposal, please use this page as a cover sheet for your proposal.

In compliance with your invitation for bidders, the undersigned proposes to furnish and deliver all labor and materials in accordance with the accompanying specifications and "Instructions and General Conditions" for the price as listed on the enclosed Proposal Sheet(s).

I/We certify that this bid/proposal is made without previous understanding, agreement, or connection with any person, firm, or corporation submitting a bid/proposal for the same goods/services and is, in all respects fair and without collusion or fraud; that none of this company's officers, directors, partners or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Board of Education of Frederick County, Administrative or Supervisory Personnel or other employees of the Frederick County Public Schools, has any interest in the bidding company except as follows:

COMPANY: _____

dba: _____

REGISTERED MARYLAND CONTRACTOR NUMBER: _____

FEDERAL IDENTIFICATION: _____ DATE: _____

The undersigned has familiarized themselves with the conditions affecting the work, the specifications, and is legally authorized to make this proposal on behalf of the Contractor listed above.

NAME (please print): _____

SIGNATURE OF ABOVE: _____

TITLE: _____

ADDRESS: _____

TELEPHONE # _____ FAX # _____

E-MAIL ADDRESS (for correspondence): _____

E-MAIL ADDRESS (for receiving Purchase Orders): _____

(DO NOT COMPLETE THIS AREA IF YOUR COMPANY IS UNABLE TO RECEIVE PURCHASE ORDERS ELECTRONICALLY)

ACKNOWLEDGMENT OF ADDENDA (if applicable)

The above-signed company/firm acknowledges the receipt of the following addenda for the above-referenced solicitation.

Date Received by Proposer/Bidder:

| | | | |
|-------------|-------|-------------|-------|
| Addendum #1 | _____ | Addendum #2 | _____ |
| Addendum #3 | _____ | Addendum #4 | _____ |
| Addendum #5 | _____ | Addendum #6 | _____ |
| Addendum #7 | _____ | Addendum #8 | _____ |

Frederick County Public Schools
Purchasing Department
PRE-BID MEETING ATTENDANCE ROSTER

RFP 20MISC7, Flexible Spending Account Administration

MEETING DATE/TIME: 10:00 A.M., Jan. 23, 2020 {Conf. Rm. 2B}

| NAME (PLEASE PRINT) | FIRM REPRESENTED (PLEASE PRINT) | PHONE NUMBER | FAX NUMBER | E-MAIL ADDRESS |
|---------------------|---|-----------------------|--------------|------------------------------|
| Victor Norris | Co. Name: Corporate Coverage TPA Address: 403 W. Pa. Ave Towson Md 21204 | 410-823-4357 x3090 | 410-823-0024 | victor@corporatecoverage.net |
| Jason Wiggins | Co. Name: ACREW Consulting Address: 5512 Mystic Ct Columbia, MD 21079 | 240.676.8869 | | Jason@acrew.com |
| Kimmy Doney | Co. Name: Wells Fargo Address: 150 H ST NW, 2 nd Fl WASHINGTON, DC, 20006 | 202-416-2760 | | Kimmy.Doney@WellsFargo.com |
| PHOEBE BARRETO | Co. Name: FCPS Address: 191 SOUTH EAST STREET 191 SOUTH EAST STREET FREDERICK, MD 21701 | (301) 644-5055 | | phoebe.barreto@fcp.org |
| Donna Clabaugh | Co. Name: FCPS Address: 191 South East Street Frederick MD 21701 | 301-644-5112 | | donna.clabaugh@fcp.org |
| | Co. Name: Address: | | | |