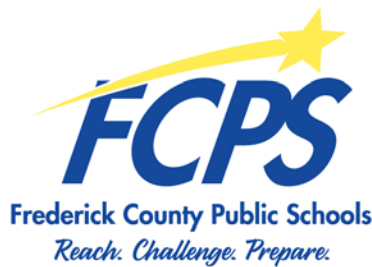


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Kerrie Koopman CPPB, CPPO,
Purchasing Manager
**Kim Miskell, CSBO, Assistant Purchasing
Manager**
Bill Meekins CPPB, CPPO, CSBO, CPCP,
Purchasing Agent
Shane Ryberg, Purchasing Agent

ADDENDUM

January 31, 2020

ADDENDUM # 2

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. This Addendum includes the following attachment(s):
 - a. Questions/Answers (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. Question: What is the claims funding arrangement and frequency of funding between FCPS and the vendor?
Answer: Debit card transactions are summarized and pulled daily from FCPS bank account; other reimbursements by vendor are invoiced/pulled weekly. The weekly invoice also contains detailed backup for the daily debit card transactions. Contribution files are sent to the vendor for tracking/reporting but contributions are held by FCPS.
2. Will the vendor have ACH access to a FCPS bank account for claims? If not, will prefunding be provided?
Answer: See above. ACH access will be established.
3. Will FCPS supply the vendor with a payroll file of actual FSA payroll deductions? If so, will FCPS conform to the vendor file specs?
Answer: Payroll file is supplied in order to update accounts, especially with regard to Dependent Care processing. FCPS will conform to file specifications.
4. Will FCPS provide an electronic open enrollment and ongoing file for new hires, terminations and changes? If so, will FCPS conform to the vendor file specs?
Answer: FCPS has annual open enrollment in May. This is completed electronically. Employees hired after open enrollment can enroll in the FSA benefit as part of onboarding. Files are sent on a regular schedule so that terminations and new hires are up to date.
5. Will FCPS accept a deviation on the measurement frequency of the Performance Guarantees?
Answer: No.
6. Will FCPS accept a deviation on the Three (3) business day turnaround time for claims processing?
Answer: No—this what we currently have.
7. What is the length of the contract?
Answer: I believe the length of the contract is stated in the RFP.
8. Can you provide clarification on the submission of the Cost and Technical proposal?
 - Question: Section II – Specific Terms and Conditions Page 21. For the Supporting documents in the Technical Proposal do you want us to include all pages from the 03 Attachment 8 Proposal Forms Trion spreadsheet minus PF-6 Price Proposal along with vendor requested attachments? **Answer: Yes, that is correct.**
 - Question: Section II – Specific Terms and Conditions Page 22. Clarification on the Cost Proposal; when referring to the “Binder Proposal Acknowledgement” you are referring to an original signed and completed Signature Acknowledging Proposal document? **Answer: Yes, this form was included with Addendum 1.**
 - Section II – Specific Terms and Conditions Page 22. Clarification on the Cost Proposal; when referring to the “Form of Proposal – Pricing” you are only referring to PF-6 Price Proposal from the 03 Attachment 8 Proposal Forms Trion spreadsheet? **Answer: Yes, that is correct.**