

## Willie Manning

---

**Sent:** Thursday, May 2, 2019 8:03 AM  
**Subject:** FW: AMENDMENT ONE: RFP NO. 18-19-05P THIRD-PARTY ADMINISTRATOR FOR IRS SECTION 125 CAFETERIA PLAN & INDEPENDENT INSURANCE CARRIER  
**Attachments:** LCPS DISTRICT CENSUS.xlsx

To all Prospective Contractors and Providers:

*This Amendment One* is issued to address questions, clarify any misconception, and provide additional information for interested providers in submitting a quality proposal in response to the subject RFP. Please be advise that this Amendment response complies with the Q&A period pursuant to the RFP schedule of events and this Amendment response end the Q&A period. NO further questions will be entertained as of the date of this communication.

Email addresses are provided a courtesy copy of the embedded details and the attached Census information as requested via questions from various companies. Both documents will be posted on the LCPS vendor registry webpage for review and download for those who are registered vendors @

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=b006d03c-8caf-494f-a267-2a40765d3bc4>.

### Questions & Answers:

1. I wanted to inquire about obtaining an employee census, so we can best prepare our proposal for LCPS.  
**ANSWER 1.** *Please see attached census of information that will only be provided*
2. The plan year/contract effective date show 7/1/19. The current plan year for Las Cruces is 12/1/19. Changing this mid-year would have some immediate impact on employees with Flexible Spending Accounts. I know in the 2015 RFP this was stated this way and was later changed to 12/1.  
**ANSWER 2.** *THE CONTRACT YEAR WILL COMMENCE EFFECTIVELY JULY 1<sup>ST</sup>, 2019 WHICH IS THE SCHOOL FISCAL YEAR. YOU ARE CORRECT, LCPS PLAN YEAR IS DECEMBER 1<sup>ST</sup>, 2019 – NOVEMBER 30<sup>TH</sup>, 2020 DUE TO THE FLEXIBLE SPENDING ACCOUNT START DATE. THE OPEN ENROLLMENT WILL BEGIN SEPTEMBER THRU OCTOBER . PLEASE DISREGARD THE OPEN ENROLLMENT MONTHS OF NOVEMBER/DECEMBER POSTED IN RFP.*
3. Is there an intent to change the plan year or enrollment time frame?  
**ANSWER 3.** *NO, PLEASE REFERENCE QUESTION 2.*
4. Vision information is requested for the district. Currently you all are using NMPSIA for this benefit. Is the district looking to get out of NMPSIA for the vision coverage all together or are you looking for a plan in addition to the NMPSIA plan?  
**ANSWER 4.** *NO, LCPS VISION PLAN IS PROVIDED BY NMPSIA AND WILL CONTINUE TO BE OFFERED BY NMPSIA. THE DISTRICT IS NOT LOOKING TO REPLACE ITS CURRENT VISION PLAN..*
5. Since the Whole Life plan being requested is independent from the TPA; will there be any requirements on the TPA's party? (platform to enroll, billing etc.)  
**ANSWER 5.** *NO.*

6. Will the Whole Life plan enrollment be separate from the Section 125 enrollment?  
**ANSWER 6. NO, THIS WILL STILL BE CONSIDER IN THE PLAN FOR THE 3<sup>RD</sup> PARTY ADMINISTRATOR AS AN AFTER-TAX PRODUCT.**
7. The RFP requests “Universal Life Coverage” under the TPA response, will the district consider a “Whole Life Offer” as an option under the TPA response?  
**ANSWER 7. YES.**
8. In looking at the LCPS website we notice the district currently has a Vision Plan through NMPSIA and the district pays a portion of the premium. Yet the RFP is asking for a Vision proposal. Is the District looking to replace the current coverage and if so will the district pay a portion or will it be totally voluntary?  
**ANSWER 8. PLEASE REFERENCE QUESTION 4.**
9. Our current General Liability coverages are \$1,000,000 per claim and \$3,000,000 Aggregate, the RFP calls for a \$5,000,000 Aggregate. Will the district consider lowering the Aggregate amount to \$3 million?  
**ANSWER 9. GENERAL LIABILITY COVERAGES IS ADJUSTED/CHANGED TO \$1,000,000 PER CLAIM AND \$3,000,000 AGGREGATE.**
10. Will the district allow for any “Added Value Services” to be included at no cost to the district?  
**ANSWER 10. YES.**
11. Clarification needed on “Plan Year of July 1, 2019” and Open Enrollment dates of November/December? Usually a November/December enrollment would coincide with a January 1<sup>st</sup> effective date?  
**ANSWER 11. PLEASE REFERENCE QUESTION 2.**
12. Is LCPS requesting Vision coverage be included within our response? Does LCPS intend to withdrawal from NMPSIA’s vision plan and offer employees vision coverage on a voluntary basis?  
**ANSWER 12. PLEASE REFERENCE QUESTION 4.**
13. What is the current Section 125 plan year?  
**ANSWER 13. PLEASE REFERENCE QUESTION 2.**
14. How many employees are currently enrolled in the Section 125 FSA? Medical Spending Account?**364** Dependent Care Account?**5**
15. What is the effective date of coverage for voluntary benefits?  
**ANSWER 15. JANUARY 1<sup>ST</sup>, 20XX.**
16. What are the anticipated enrollment dates for Voluntary Benefits?  
**ANSWER 16. PLEASE REFERENCE QUESTION 2.**
17. Please provide current plan information to include plan design and premiums for comparison purposes?  
**ANSWER 17. EACH PROPOSER SHOULD PROVIDE THEIR OWN PLAN DESIGN FOR COMPARISION TO OTHERS FOR EVALUATION PURPOSES. PREVIOUS PROPOSAL SUBMISSION DID NOT REQUIRE PREMIUMS TO BE PROVIDED.**
18. Please provide current participation to include total number of employees enrolled and total monthly premium for each benefit plan offered?  
**ANSWER 18. N/A**
19. Please provide a current employee census to include gender, zip code, date of birth and annual salary?

**ANSWER 19. CENSUS PROVIDED QUESTION 1**

20. Is the group looking for group voluntary products or individually owned voluntary products?

**ANSWER 20. INDIVIDUALLY OWNED VOLUNTARY PRODUCTS.**

21. Please provide a list of current benefits offered and the carrier for each?

**ANSWER 21. NMPSIA: MEDICAL/DENTAL/VISION/BASIC LIFE/LTD/ADDITIONAL LIFE; VOLUNTARY: DISABILITY (SHORT/LONG TERM), CANCER, ACCIDENT, CRITICAL ILLNESS, WHOLE LIFE, FSA**

22. Please provide census that includes dob, gender, salary, job title?

**ANSWER 22. PLEASE REFER TO PREVIOUS EMAIL WITH CENSUS ATTACHED.**

23. Will the incumbent voluntary benefits continue to be payroll deducted or will they be removed from payroll?

**ANSWER 23. YES.**

24. Please describe the current method used for open enrollment?

**ANSWER 24. THE VENDOR AND ADMINISTRATOR WORK TOGETHER ON A SCHEDULE FOR ON-SITE ENROLLMENTS FOR THE AGENTS TO BE ON SITE AT THE TIME OF OPEN ENROLLMENT.**

25. Will the selected vendor be allowed to conduct group meetings and meet with each employee face-to-face?

**ANSWER 25. YES, BUT PRIOR APPROVAL WILL BE NEEDED BEFORE GOING TO ANY LCPS SCHOOL LOCATION.**

26. Please describe any need for employee self-enrollment?

**ANSWER 26. A CUSTOM SITE CREATED BY THE VENDOR.**

27. Please describe any need for call center enrollment?

**ANSWER 27. FOR THOSE EMPLOYEES WHO ARE NOT AVAILABLE AT THE TIME OF ENROLLMENT.**

28. What enrollment technology platform is used? Please describe how that vendor/administrator would work with us to enroll and administer our products most efficiently?

**ANSWER 28. LCPS SYSTEM IS INFINITE VISIONS AND AN EXPORT FILE WILL BE PROVIDED WITH CURRENT DEDUCTION CODES AND THE VENDOR WILL UPDATE AND SUBMIT TO LCPS FOR IMPORT. THE ADMINISTRATOR WILL DISCUSS THE PROCESS WITH THE VENDOR.**

29. Does Exhibit C need to be included in the technical proposal or the Cost proposal as it asks for premiums in the questionnaires?

**ANSWER 29. YES**

30. In section B of the RFP, it specifically asks for a carrier to offer Voluntary Whole Life Insurance. Is this a separate line of business that can be bid on, or is the district requiring that the vendor submit a proposal for the cafeteria plan, and the section B whole life is part of the cafeteria plan offering?

**ANSWER 30. SECTION B SPECIFICALLY INDEPENDENT INSURANCE CARRIERS. CARRIERS ARE NOT REQUIRED TO SUBMIT A PROPOSAL FOR THE CAFETERIA PLAN.**

**Important Information:** Prospective vendors are required to acknowledge receipt of this Amendment in their Proposal Submittal Packages compliance and pursuant to the RFP.

**Reminder:** RFP deadline is May 5<sup>th</sup>, 2019 @ 10:00 a.m. Submissions after this date and time will not be accepted, opened, or considered for evaluations.

**This line end all further discussion and/or information of this communication pursuant to RFP#18-19-05P.**

Thank you for your interest,

Will A. Manning, CPPO/CPO  
Director of Purchasing  
Las Cruces Public Schools  
505 S. Main Street, Ste., 249  
Las Cruces, NM 88001  
Bus. Ph. (575) 527-5846  
Email: [wmanning@lcps.net](mailto:wmanning@lcps.net)

