

ADDENDUM

Posted Date: May 31, 2024

Solicitation No.: 24-64

Solicitation Name: Employee Benefits Administrative Services-FSA, DCFSA, COBRA and Retiree Billing

Subject: Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced solicitation. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases, or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded phrases or sentences represent additions to the original solicitation.

1. **ATTACHMENT: NONE**

2. **QUESTIONS/ANSWERS**

1.	Could you please provide the current number of Health FSA participants?
Answer	1,007
2.	Could you also please confirm if the number of employees eligible for medical coverage is 5,000?
Answer	5,628
3.	Could you please provide the number of participants who are currently enrolled on COBRA?
Answer	5
4.	The excel workbook Attachment A “Introduction” tab, Section VI. Compliance. refers to “patient care statistics, specialty consultations and individualized report by physician”. Please confirm these items do not apply to this procurement.
Answer	Confirmed. It does not apply.
5.	What enhancements to the administration does HCS look to obtain with this RFP?
Answer	<ul style="list-style-type: none"> • Retiree Billing – online election/eliminate paper enrollment • Customized Reporting Capabilities provided upon request • Guaranteed Customer Service Response Time • Guaranteed Resolution Response Time
6.	Please provide current fees associated with the administration of FSA, COBRA, and Retiree Billing?

Answer	FSA = \$3.15 PEPM; COBRA = \$0.40 PEPM; Retiree Billing = \$3.50 PRPM
7.	Please provide the current number of FSA participants.
Answer	1,007
8.	What improvements to the County’s current FSA, COBRA and/or Retiree administration is the Hamilton County Schools anticipating with this solicitation?
Answer	Please refer to Question #5
9.	What enhancements is Hamilton County looking to make for FSA/COBRA/Retiree Billing administration in the coming plan year?
Answer	Please refer to Question #5
10.	Are there any service issues Hamilton County is looking to alleviate?
Answer	Please refer to Question #5
11.	Are we required to be authorized to do business in the State of Tennessee?
Answer	Please refer to Page 6, #35. “Compliance With All Laws: companies submitting bids must agree to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations, including but not limited to title vi of the federal civil rights act of 1964, the equal employment opportunity act and the regulations issued there under by the federal government, the Americans with disabilities act of 1990 and the regulations issued there under by the federal government, in any manner affecting the provision of goods and/or services, and all instructions, prohibitive orders issued, and shall obtain all necessary permits.”
12.	What are the participation numbers for each product: health care FSA, dependent care reimbursement account, COBRA, and Retiree Billing?
Answer	FSA-1,007; DPCFSA-92 ; COBRA-5; Retiree Billing-347
13.	Are there any service concerns or opportunities to improve service that you can share?
Answer	Please refer to Question #5
14.	What are the current rates Hamilton Schools are paying for the requested services?
Answer	Please refer to Question #6
15.	Should Prospective Bidders include their standard Master Services Agreement as part of the proposal?

Answer	Yes
16.	May Prospective Bidders include in their proposal requested exceptions or deviations to the (i) Terms and Conditions and (ii) Special Conditions, both of which will be addressed during negotiations, or will such inclusion deem the proposal non-responsive?
Answer	Yes, as long as exceptions or deviations are noted.
17a	Why is RFP 24-64 now being offered? Is it because the contract period with the incumbent administrator (P&A Group) will expire 12/31/2024, cannot be renewed, and accordingly, HCS is required to do this RFP?
Answer	HCDE is subject to requirements to submit a formal Request for Proposal at regular intervals.
17b.	Or, is there any dissatisfaction with the services that P&A Group is currently providing to HCS, which is prompting HCS to now do this RFP?
Answer	Please refer to Question #5
18.	It appears that each subcontractor will have to sign the Drug-Free Workplace Requirements and Affidavit form, which requires notarization. The Affidavit form provided within the RFP implies that the notary must be in the State of Tennessee. Can the Affidavit form be completed, signed and notarized elsewhere, in a different State (other than Tennessee)?
Answer	Yes
19.	The Certificate of Compliance indicates that the Proposer will comply with the laws of the State of Tennessee and Hamilton County. Although FSA, DCFSA, and COBRA are regulated by federal laws and regulations, will the Proposer be required by this document to comply with any State of Tennessee requirements for continuation of group health plan coverages (sometimes referred to as “State Continuation” or “mini-COBRA”)?
Answer	Information is not available at this time.
20.	Regarding the TN Department of Revenue Requirements, must the Proposer be registered with the Department of Revenue prior to the June 13, 2024 due date for the RFP response, or can this be completed before a later date?
Answer	If awarded the contract, the proposer must meet requirements prior to date of contract.
21.	Must the Proposer have a current Hamilton County Business License
Answer	Please see the following webpage for additional information. https://www.countyclerkanytime.com/business.aspx Where this business license requirements applies to the proposing entity such license number is requested to be listed at this location.

22.	Regarding HCS's estimated 5,000+ benefit eligible employee population, what is the estimated annual employee turnover rate?
Answer	12.5%
23a.	Regarding FSA, how many active participants were there during the 2023 plan year?
Answer	882
23b.	And so far during the 2024 plan year to date, how many active FSA participants are there?
Answer	1,007 active
24a.	Regarding DCFSA, how many active participants were there during the 2023 plan year?
Answer	84
24b.	And so far during the 2024 plan year to date, how many active DCFSA participants are there?
Answer	92
25a.	Regarding COBRA, how many active COBRA participants were there as of the end of the 2023 plan year?
Answer	6
25b.	And so far during the 2024 plan year to date, how many active COBRA participants are there?
Answer	5 currently
26.	Regarding COBRA, how many new-hire/new-enrollee "Initial Notice of COBRA Rights" notifications were generated and mailed during the 2023 plan year?
Answer	1100
27.	Regarding COBRA, how many COBRA events generating (COBRA election) notifications occurred during the 2023 plan year?
Answer	653 cobra packets were sent in 2023, with 6 elections.
28.	Although "currently there are 386 retirees and retiree dependents covered," how many retirees were eligible to choose to be covered by benefits during the current plan year?
Answer	98
29.	Section 46 (Invoices) - We do not typically accept credit card payments. Will sending a check or ACH payment be acceptable?
Answer	Check will be accepted.
30.	Through P&A group, what is the current break down of enrolled employees and account spread?
Answer	FSA-1,007; DPCFSA-92 ; COBRA-5; Retiree Billing-347; FSA = \$3.15 PEPM; COBRA = \$0.40 PEPM; Retiree Billing = \$3.50 PRPM

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

Debbie Jackson

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