

ADDENDUM NO. 1

RFB NO: 305752

DATE RFB DUE: January 29, 2020

TIME: 2:00 p.m.

DEPARTMENT: Human Resources

COMMODITY: Flexible Spending Account Administration

QUESTIONS AND ANSWERS

The answers to all questions received are attached.

(SIGNED)

COMPANY:

PLEASE SIGN ONE (1) COPY OF ADDENDUM AND RETURN TO THE PURCHASING DEPARTMENT WITH YOUR SEALED PROPOSAL (mail to Purchasing, Attn: RFB 305752 – Dependent Eligibility Audit for City of Chattanooga Health Plan, 101 E. 11th Street, Chattanooga, TN, 37402).

RETAIN A COPY FOR YOUR FILES.

Q&A for RFB #305752 – FSA Administration

Q: On page 2 of the RFP for FSA administration (305752) it is written that “*Sealed bids must be submitted in hard copy format...Postmarks are not accepted.*” Does this mean that bids have to be hand delivered? Can they be mailed as long as they arrive prior to the due date?

A: Bids do not have to be hand delivered. They must be checked in by our office prior to the deadline. Bid submissions can be mailed, however postmarks will not be acceptable for meeting deadline. Bid must arrive in our office prior to deadline.

Q: Please specify Attachment A, as referenced on Page 7, is the same as Appendix A – Bid Pricing.

A: Yes, They are the same document.

Q: Please specify whether this bid should be referred to as RFQ – 305752 or RFB – 305752.

A: Please reference RFB – 305752.

Q: Please specify whether the final bid will be opened at 2:00 PM or 4:00 PM on January 29th.

A: Bid will be opened at 2:00 PM on January 29, 2020.

Q: What is the claims funding arrangement and frequency of funding between the City and P&A?

A: The funding is weekly and bi weekly payrolls via ACH. Most funding is bi weekly. Payroll files are sent weekly.

Q: Will the vendor have ACH access to a City bank account for claims? No. If not, will prefunding be provided?

A: The funds will only be sent to the vendor ACH.

Q: Will the City supply the vendor with a payroll file of actual FSA payroll deductions? Yes. If so, will the City conform to the vendor file specs?

A: Yes. The City should be able to conform to the vendor specs.

Q: Will the County provide an electronic open enrollment and ongoing file for new hires, terminations and changes? If so, will the City conform to the vendor file specs?

A: Yes.

Q: Can you disclose the current Per Participant Per Month FSA administrative fee?

A: \$4.50 per employee per month.

Q: Does this fee include the debit card or is that an additional fee?

A: Yes. This includes the cards.

Q: Does the City desire or expect onsite FSA enrollment meetings?

A: If the vendor changes, the City would like to have representation at Open Enrollment held in May.

Q: If yes, approximately how many and how many locations?

A: Not all locations would be needed. We would like approximately 4 or 5 over a 3 week period.

Q: What is the approximate award date?

A: February 2020

Q: I am reaching out prior to our preparation and submission to inquire why the services are out to bid. Can you please provide some details on the reason for going out to bid on these services?

A: The bid was needed as the current contract is ending a purchasing policy requires Bid.

Q: What is your primary reason for marketing?

A: The bid was needed as the current contract is ending a purchasing policy requires Bid.

Q: Are there any pain points with the current administrator?

A: NA

Q: What will be most important in the decision making process?

A: Meeting minimum qualifications and cost.

Q: Do you currently utilize a ben admin vendor? Yes. If so, please provide.

A: TASC

Q: On a scale of 1-10, how likely are you to make a move?

A: NA

Q: What are you looking for in an FSA administrator?

A: See minimal qualifications