



**RFP NO. 100170-FY22-31
FLEXIBLE SPENDING ACCOUNT**

ADDENDUM NO. 1

FEBRUARY 24, 2022

ITEM NO. 1: QUESTIONS AND CLARIFICATIONS

Interested bidders shall be mindful of the following responses to the questions received:

1. Who is the current provider?

RESPONSE: Health Equity.

2. What is the reason for the marketing?

RESPONSE: The Town has been utilizing a cooperative contract for these services and it is in the Town's best interest to solicit these services.

3. Do you have any service issues with the current provider?

RESPONSE: No.

4. What are the monthly admin fees?

RESPONSE: Current administration fees are \$4.75 per participant, with a \$50 monthly compliance fee.

5. Do you have a benefit administration system that you use for enrollment/election data transmission? If so, who do you use?

RESPONSE: The Town does not currently use a benefits administration system but does use automated workflows for new hire onboarding and open enrollment.

6. Who is your current Health insurance plan with?

RESPONSE: The Town participates with the Commonwealth of Virginia's The Local Choice, offering the Key Advantage 250 plan.

7. Why is your Town going out to bid?

RESPONSE: Please see No. 2 of this addendum.

8. Are you willing to disclose who currently administers your FSA Administration?

RESPONSE: Please see No. 1 of this addendum.

9. Are there any service issues with the current administrator?

RESPONSE: Please see No. 3 of this addendum.

10. Is there any portion of your plan functionality that you are hoping to improve if moved to another vendor?

RESPONSE: No.

11. Are you willing to disclose the current administrative fees associated with the FSA benefits?

RESPONSE: Please see No. 4 of this addendum.

12. Is there an existing file vendor in place that FBA would need to coordinate with?

RESPONSE: If this is in reference to a benefits administration system, no.

13. When is the anticipated award date for this contract?

RESPONSE: It is the Town's intent to have a contract award by April 1, 2022 to coordinate during open enrollment with an effective date of July 1, 2022.

14. We noticed that the RFP number is different on the Proposal Document (RFP No. 100170-FY22-31) versus what is listed on eVA (RFP 2037-1). Which number would you like used for the PDF naming convention.

RESPONSE: The RFP number in eVA is system generated. The RFP number for this solicitation can be found in the description section of eVA. Please refer to Page 5 of the RFP document, Section IV, Proposal Submittal Instructions for clarification, your proposal submittal should reference RFP No. 100170-FY22-31 Flexible Spending Account.

15. Our response to the RFP will include a copy of our standard Master Service Agreement (MSA) containing the terms under which we do business with all clients. We require using this because it precisely addresses, describes, and supports the issues specific to and relevant to producing the services proposed. We are amendable to (i) negotiating certain provisions to our standard MSA and (ii) including certain provisions of the Town's Sample Contract, subject to exceptions and contract negotiations. Is this approach acceptable?

RESPONSE: Yes; please include any exceptions to the Town's terms and conditions and your standard master service agreement in Section 5 of your proposal.

16. Is the Town agreeable to entering into a HIPAA Business Associate Agreement using proposer's standard BAA? Or is the Town expecting to use its form of BAA?

RESPONSE: The Town is open to reviewing and considering the awarded offeror's HIPAA Business Associate Agreement. Please also see No. 15 of this addendum.

17. If the proposer has no business operations in the Town of Leesburg, is the winning bidder still required to be licensed in accordance with the Town's "Business, Professional, and Occupational Licensing (BPOL) Tax" Ordinance?

RESPONSE: All firms doing business for the Town are required to be licensed in accordance with the Town's Business, Professional, and Occupation Licensing (BPOL) Tax Ordinance. Please contact the BPOL tax coordinator for any additional questions or whether your firm is required to obtain this license at 703-771-2723.

18. What is the claim funding arrangement and frequency of funding between the Town and the vendor?

RESPONSE: Bi-weekly via ACH.

19. Will the vendor have ACH access to a Town bank account for claims? If not, will prefunding be provided?

RESPONSE: The Town will not provide access to its bank account for claims. The Town has not pre-funded claims in the past but encourages offerors to include applicable information in Section 3 of their proposal for the Town to consider, including how they will account for the pre-funding and report back to the Town.

20. Will the Town supply the vendor with a payroll file of actual FSA contributions data? If so, will the Town conform to the vendor file specs?

RESPONSE: The Town will supply a payroll file of actual FSA contributions data to the awarded offeror.

21. Will the Town provide an electronic open enrollment and ongoing file for new hires, terminations, and changes? If so, will the Town conform to the vendor file specs?

RESPONSE: The Town will have a soft open enrollment for employees and ongoing enrollments and terminations will be done by the Benefits Administrator of HR Staff. Initial enrollment to the new plan will require enrollment forms to be faxed to the vendor for processing.

22. Can you disclose current FSA pricing? Does current FSA pricing include the debit card?

RESPONSE: Please see No. 4 of this addendum. Debit card is included.

23. When is the anticipated award date?

RESPONSE: Please see No. 13 of this addendum.

24. Can you disclose the current FSA vendor?

RESPONSE: Please see No. 1 of this addendum.

25. When is open enrollment?

RESPONSE: Open enrollment occurs from mid-April to early-May each year to go into effect July 1.

26. What are your current fees billed by the administrator?

RESPONSE: Please see No. 4 and 22 of this addendum.

27. Does the employer pay the administrator fees or does the employee pay the fee?

RESPONSE: Employer.

28. What are the issues now with the current administrator/procedures that you want to see run more efficiently or implemented to better serve your employees?

RESPONSE: No current issues. Please see No. 2 of this addendum.

29. Does the certificate of insurance need to be submitted with the proposal or after the contract is awarded?

RESPONSE: The certificate of insurance is a requirement of the awarded offeror.

30. Do you require print marketing materials? If so, please quantify frequency and how many pages per mailing? Is electronic material acceptable?

RESPONSE: The majority of marketing materials will be electronic.

31. What enhancements is the Town looking to realize as a result of this RFP?

RESPONSE: None. Please see No. 2 of this addendum.

32. Please identify the current fees associated with the incumbent?

RESPONSE: Please see No. 4 and 22 of this addendum.

33. Who is the incumbent vendor?

RESPONSE: Please see No. 1 of this addendum.

34. What areas of elaborative focus would the Town suggest responders pay particular attention to?

RESPONSE: None.

OFFERORS MUST TAKE DUE NOTICE AND BE GOVERNED ACCORDINGLY. THIS ADDENDUM MUST BE ACKNOWLEDGED AS INDICATED IN THE REQUEST FOR PROPOSAL OR YOUR PROPOSAL MAY NOT BE CONSIDERED.

*For the Town of Leesburg,
Kelly Neff, VCA, VCO
Buyer
Town of Leesburg, Virginia
Email: kneff@leesburgva.gov
Bid Board: <http://www.leesburgva.gov/bidboard>*