



# MEMORANDUM

## Business & Finance Services

William V. Husfelt III, Superintendent | Jim Loyed, Chief Financial Officer

**TO:** Prospective Proposers

**FROM:** Dan Fuller, GM of Purchasing, Contracting & Materials Mgmt

**DATE:** May 21, 2019

**RE:** **RFP #19-09 – Benefits Enrollment System ADDENDUM NO. 1**

Addendum for RFP #19-09 – Benefits Enrollment System, is amended in the following particulars and in these particulars only. All provisions of the original documents shall remain in force, except as specifically modified or changed herein or by other Addendum issued by Bay District Schools. This Addendum is hereby made part of the proposal documents.

This Addendum addresses questions from Proposers and clarification. All proposers are responsible for receiving and reading Addendums. All Addendums will be posted at <http://www.bay.k12.fl.us/bids>.

### Q&A's:

**Q 1.** Please describe current health risk management/wellness program requirements. For instance, does BDS require participants to complete certain criteria to be eligible for wellness credits or reduced premiums? What are the criteria; how and when are wellness program requirements applied?

**Answer** BDS does not currently offer wellness credits or reduced premiums.

**Q 2.** Are any or all of the MetLife worksite products rates based on the Employee's and/or Spouse's Attained Age, or based on Issue Age?

**Answer** Yes. The following coverages are based upon Employee's age at time of issue: Cancer, Critical Illness and Short Term Disability

**Q 3.** How many current Leave of Absence status employees?

**Answer** As of 5/20/19 = 15

**Q 4.** Please confirm Direct Billing services for LOA or Retirees are not in scope?

**Answer** This is not part of system requirements. BDS does not issue invoices to individuals on LOA or Retirees. Letter is generated at time of status change and individual is responsible for remittance on a monthly basis. Additional correspondence sent if payment is not received.

**Q 5.** How many forms 1095-c were filed for 2018?

**Answer** 3,521

**Q 6.** Please confirm the number of total benefit eligible employees.

**Answer** As of 5/20/19 = 2,605

**Q 7.** If able, please provide the name of the vendor currently providing benefits administration technology to Bay District Schools.

**Answer** Triune Technologies

**Q 8.** How long has the current benefits administration technology vendor been providing services to Bay District Schools?

**Answer** 8+ years (October 2010)

**Q 9.** Would Bay District Schools be open to an arrangement that would provide cost offsets as a result of offering certain voluntary benefits to employees?

If so, please list any restrictions.

**Answer** BDS would be willing to consider. Provide additional details regarding coverage and proposed cost reduction for committee consideration.

**Q 10.** Whether companies from Outside USA can apply for this? (like, from India or Canada)

**Answer** Yes

**Q 11.** Whether we need to come over there for meetings?

**Answer** Not anticipated. May be requested if issues are experienced.

**Q 12.** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

**Answer** Yes.

**Q 13.** Can we submit the proposals via email?

**Answer** No. See requirements of RFP for proposal submission.

**No other changes.**

**Reiterate the Anti-Lobbying policy:**

**Lobbying:** As mandated by School Board Policy, Chapter 6, Section IV, paragraphs (G)-(H):  
Once a competitive solicitation is released, no bidder or individuals acting on behalf of the bidder shall lobby District personnel or School Board members. The Lobbying School Board members or any District personnel may result in disqualification and rejection of said solicitation. For purposes of this policy, "lobbying" is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation and all other groups who seek to influence the governmental decision of a Board member or District personnel after the release of the solicitation and prior to time that an award recommendation is posted. Communications with the Purchasing Department referenced point of contact, regarding clarifications of solicitation terms, conditions, or specifications will not be considered as "lobbying"

Proposers are asked to acknowledge receipt of this Addendum by signing in the space provided and return either separately or with their proposal response, no later than the opening date of June 6, 2019.

\_\_\_\_\_  
Firm/Signature of Proposer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
e-mail address