



# 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 22, 2019

**RE: RFP #19-09 – Benefits Enrollment System ADDENDUM NO. 2**

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.** Main question is regarding timeframes. Our standard implementation is 120 days, and this RFP is requiring 75. Is there any room for movement on this to get us closer to 120?

**Answer** Willing to consider all possibilities. If unable to meet timeline indicated, note this on your submission and it will be part of the consideration process.

**Q 2.** Does the School District of Bay County typically offer Special Enrollment periods? If so, how many and when?

**Answer** Special enrollment periods are not common however system should be capable of performing should this be needed. Current Enrollment Periods are held as follows: Flexible Spending occurs in May-June with a July 1st effective date and Annual Open Enrollment is November with a January 1<sup>st</sup> effective date.

**Q 3.** How many payroll systems require integration across the School District of Bay County population?

**Answer** Currently BDS utilizes AS400. We are currently considering a new platform therefore we desire a product that would have capabilities with the other systems noted in the event one of these is selected in the future.

**Q 4.** What systems would be transmitting the demographic information to the new benefit administration platform?

**Answer** Currently BDS utilizes AS400 and demographic information would be provided from this system until a new ERP system/product has been implemented.

**Q 5.** Are you requesting a Dependent Eligibility Verification Audit to be available on the platform?

**Answer** We would like system to assist in the verification of dependent eligibility prior to enrollment.

**Q 6.** Are ACA lookback eligibility calculation services required?

**Answer** No.

**Q 7.** Can the School District of Bay County provide retiree and active benefits guides/documentation?

**Answer** BDS will provide all documentation from carriers to the awarded company however if additional information is desired or needed for bidding purposes, please see the BDS website at [www.bay.k12.fl.us](http://www.bay.k12.fl.us) Employee Tab then the item titled Benefits (or click [HERE](#)). All documentation and plan information with regard to the active and retiree segments is available from this area.

**Q 8.** Are all benefits (including the voluntary products through MetLife) enrolled through the same platform today? Or do employees go to different places for various benefit enrollments?

**Answer** Yes. Enrollment of all coverage options is performed from the current system.

**Q 9.** Per the “contract start” of August 15, 2019 provided in the RFP, does the School District of Bay County anticipate this to be the system go-live date? Or would this be the implementation kickoff date?

**Answer** Per the RFP, it is our intention to engage into a contract starting August 15, 2019. We anticipate an overlap of approximately two (2) months with our current system to enable implementation and testing prior to the go live date for Open Enrollment in November of 2019.

**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

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e-mail address