



MEMORANDUM

Business & Finance Services

William V. Husfelt III, Superintendent - Jess Snyder, Chief Financial Officer

TO: Prospective Proposers

FROM: Tonia Lawson

DATE: March 5, 2018

RE: **ADDENDUM NO. 2** - RFP #18-07 Flexible Spending Account Administration

RFP 18-07 - Flexible Spending Account Administration 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 bid documents.

This Addendum addresses Appendix 3. In Addendum 1, Appendices 2 and 3 are duplicates. In the attached, Appendix 3 is the correct information for FSA Enrollment Report.

All proposers are responsible for receiving and reading Addendums. All Addendums will be posted at <http://www.bay.k12.fl.us/business/Purchasing/BidRequests.aspx>.

Sign and return this addendum with your response to RFP 18-07 Flexible Spending Account Administration.

Firm: _____
Authorized Signature

Address: _____
Signer name (typed or printed)

Phone: _____ Fax: _____

18-07-FLEXIBLE SPENDING ACCOUNT ADMINISTRATION
APPENDIX 3 (CORRECTED)

FSA Participant Census Report - 3/1/18

Employee ID	Gender	Birth Date	Employment Date	Zip	Group	Health Reimb. Election Amount	Dependent Care Election Amount
16465	Female	11/24/1952	10/2/2013	32444	B - Instructional	500	
12238	Female	12/7/1954	3/25/1994	32444	D - Confidential	1500	
24826	Female	6/11/1970	10/7/1996	32404	C - Support	800	
31994	Male	11/23/1975	8/23/2017	32404	B - Instructional	2600	
31340	Female	7/1/1961	8/24/2016	32413	B - Instructional	1500	
17387	Female	9/24/1956	1/22/1996	32405	A - Administrative	1500	
26548	Male	11/11/1979	8/6/2015	32444	B - Instructional		5000
12098	Female	11/21/1969	3/14/2006	32404	B - Instructional	1500	
22107	Female	2/29/1972	8/17/1998	32444	B - Instructional	1000	
17444	Female	11/13/1958	2/21/2000	32444	D - Confidential	1200	
15816	Male	9/12/1954	8/17/2000	32405	B - Instructional	1000	
18215	Female	6/16/1957	8/17/2000	32405	E - Licensed	1000	
16266	Female	10/8/1974	9/30/1996	32401	B - Instructional	500	2500
22299	Female	8/22/1957	7/29/2003	32401	B - Instructional	800	
29553	Female	1/8/1971	8/18/2014	32404	C - Support	2600	
19677	Female	11/24/1962	9/26/1988	32407	B - Instructional	1500	
29404	Female	5/7/1985	9/30/2013	32408	B - Instructional	500	5000
19980	Male	7/10/1974	1/14/2013	32404	A - Administrative	200	
23725	Female	3/19/1973	1/22/2013	32404	B - Instructional	200	
32657	Male	7/22/1957	1/30/2018	32407	C - Support	200	
13165	Female	3/12/1962	8/15/1994	32448	B - Instructional	500	
24813	Female	12/7/1968	1/3/2005	32444	B - Instructional	700	
20982	Female	6/4/1961	1/21/2000	32405	A - Administrative	900	
10907	Female	11/13/1955	10/4/2004	32404	B - Instructional	750	
11229	Female	11/27/1952	2/17/1998	32405	C - Support	1500	
13589	Female	6/15/1962	8/17/2000	32404	B - Instructional	900	
27249	Female	10/25/1986	10/9/2013	32420	B - Instructional	1000	
31191	Female	4/5/1956	8/8/2016	32401	B - Instructional	400	
28210	Female	12/26/1970	3/7/2016	32404	C - Support	1200	
26850	Female	11/19/1984	7/30/2012	32401	B - Instructional	200	
26044	Female	1/8/1971	9/19/2014	32405	B - Instructional	2000	
31868	Female	7/10/1958	1/19/2017	32407	C - Support	2600	
28849	Female	8/8/1966	9/18/2017	32404	B - Instructional	300	
26969	Male	4/22/1976	8/13/2009	32405	B - Instructional	200	
30972	Female	11/21/1982	8/17/2017	32408	C - Support	500	
17167	Female	1/13/1949	6/1/2010	32466	A - Administrative	2600	
32063	Male	8/18/1968	8/7/2017	32405	B - Instructional	200	
16300	Female	1/26/1962	8/16/1999	32444	B - Instructional	1100	
32286	Female	5/20/1987	8/21/2017	32401	B - Instructional	300	
20832	Female	5/6/1966	8/8/2016	32444	B - Instructional	2000	
23196	Female	2/6/1969	12/7/1998	32404	C - Support	500	
22007	Female	9/7/1962	9/23/2016	32413	B - Instructional	1200	
32057	Female	8/18/1964	8/7/2017	32404	B - Instructional	300	
12019	Female	11/1/1956	10/1/1990	32413	B - Instructional	1000	

18-07-FLEXIBLE SPENDING ACCOUNT ADMINISTRATION
APPENDIX 3 (CORRECTED)

Employee ID	Gender	Birth Date	Employment Date	Zip	Group	Health Reimb. Election Amount	Dependent Care Election Amount
15052	Female	11/14/1957	9/5/1997	32411	A - Administrative	700	
21191	Female	3/29/1964	10/4/2004	32444	A - Administrative	1000	
10605	Female	11/2/1956	7/29/2015	32444	A - Administrative	300	
14932	Male	9/8/1974	9/4/2002	32401	B - Instructional	2600	
17812	Female	5/6/1977	8/5/2015	32444	B - Instructional	700	
20621	Female	3/10/1952	8/9/2013	32428	B - Instructional	2600	
15927	Female	4/17/1960	8/19/1991	32444	B - Instructional	1400	
31511	Female	5/13/1988	8/7/2017	32444	B - Instructional	600	
21950	Female	3/3/1971	8/15/1994	32444	B - Instructional	2300	1560
32422	Female	4/10/1979	10/11/2017	32404	C - Support	500	500
21612	Female	4/19/1970	8/25/2014	32444	B - Instructional	2500	
13230	Female	11/23/1961	8/2/2005	32438	B - Instructional	2600	
14409	Male	10/25/1959	7/29/2003	32404	B - Instructional	800	
26502	Female	1/31/1977	8/7/2008	32408	B - Instructional	500	5000
32410	Female	1/5/1982	9/25/2017	32407	B - Instructional	200	
23063	Female	7/6/1967	8/20/1990	32404	B - Instructional	1200	
27289	Female	1/26/1988	8/6/2014	32405	B - Instructional		2500
19949	Female	12/1/1961	8/6/2014	32404	B - Instructional	1400	
25043	Female	3/13/1964	10/11/1995	32405	B - Instructional	2600	
10781	Female	8/15/1961	9/18/1989	32444	B - Instructional	600	
30402	Male	3/29/1954	7/10/2017	32404	C - Support	200	
15925	Male	11/15/1960	1/3/1983	32466	A - Administrative	1200	
28576	Female	1/23/1970	7/30/2012	32405	B - Instructional	1200	
32262	Female	8/2/1973	8/17/2017	32404	C - Support	1000	
15430	Male	6/13/1961	5/1/2001	32405	A - Administrative	1800	
26621	Female	10/24/1972	1/29/2013	32417	B - Instructional	300	
32242	Female	11/11/1980	8/14/2017	32405	E - Licensed		1400
30193	Female	5/21/1967	10/2/2017	32413	B - Instructional	1500	
19777	Female	4/27/1960	1/7/1998	32401	D - Confidential	1200	
10642	Female	9/6/1961	8/31/1994	32404	C - Support	250	
17488	Female	12/21/1960	9/22/1989	32421	B - Instructional	2600	
14654	Female	12/14/1967	10/9/1989	32408	A - Administrative	2500	
13838	Female	10/25/1945	8/20/2013	32444	C - Support	500	
29765	Male	7/11/1957	9/22/2014	32407	C - Support	800	
14262	Female	11/25/1959	8/18/1994	32466	C - Support	2600	
24599	Male	3/5/1977	9/25/2017	32409	C - Support	200	
13309	Female	9/24/1966	2/8/1991	32444	C - Support	400	
17432	Female	3/28/1957	9/2/1980	32401	D - Confidential	1000	
20499	Female	7/15/1967	8/25/1999	32401	C - Support	500	
30629	Male	8/10/1956	8/7/2017	32404	B - Instructional	500	
25589	Male	11/20/1970	8/17/2000	32404	B - Instructional	1700	
28822	Female	11/6/1960	6/1/2015	32401	A - Administrative	1800	
30222	Female	7/18/1963	4/12/2016	32444	A - Administrative	600	
12477	Female	1/2/1972	8/14/1995	32408	A - Administrative	2600	
12583	Male	7/23/1969	3/4/1998	32408	A - Administrative	2600	5000
27499	Female	8/23/1957	8/2/2010	32405	D - Confidential	1000	

18-07-FLEXIBLE SPENDING ACCOUNT ADMINISTRATION
APPENDIX 3 (CORRECTED)

Employee ID	Gender	Birth Date	Employment Date	Zip	Group	Health Reimb. Election Amount	Dependent Care Election Amount
32131	Female	4/26/1990	8/7/2017	32404	B - Instructional	300	
20502	Male	3/15/1954	10/8/1984	32413	A - Administrative	500	
20963	Female	11/10/1960	2/16/1987	32413	B - Instructional	800	
29662	Male	12/24/1954	12/4/2017	32404	B - Instructional	200	
25942	Female	3/5/1961	8/9/2007	32444	B - Instructional	500	
20985	Female	11/19/1981	2/4/2015	32444	C - Support	1500	
17142	Female	3/13/1964	8/6/2014	32401	B - Instructional	600	
13661	Female	12/28/1973	1/17/2018	32405	C - Support	200	
23463	Female	12/27/1965	9/20/1996	32466	D - Confidential	500	
14101	Female	5/8/1958	8/19/1991	32444	B - Instructional	2600	
12885	Male	3/13/1954	8/20/1987	32409	C - Support	1200	
25351	Female	7/12/1982	8/4/2010	32409	B - Instructional		5000
27799	Female	3/20/1992	9/3/2013	32405	D - Confidential	200	
16196	Male	12/31/1960	4/27/2016	32409	C - Support	600	
24864	Female	4/9/1975	8/28/1995	32466	D - Confidential	500	
19683	Female	12/26/1964	8/7/2008	32405	B - Instructional	750	
24659	Female	7/27/1968	8/10/2017	32405	B - Instructional	2600	
18563	Female	11/7/1953	8/18/2016	32408	C - Support	1000	
27410	Female	5/2/1974	11/30/2015	32411	B - Instructional	2600	
14197	Female	7/19/1956	8/17/1987	32405	D - Confidential	2000	
31306	Female	10/14/1977	8/15/2016	32405	B - Instructional	2600	
21217	Female	3/4/1955	10/3/1996	32444	A - Administrative	500	
26930	Female	3/24/1989	7/30/2012	32408	E - Licensed		5000
22020	Female	10/12/1973	2/12/2001	32444	E - Licensed	2600	2000
24862	Male	12/11/1973	8/6/2003	32444	A - Administrative	2600	
18097	Female	4/10/1956	10/4/1993	32409	B - Instructional	500	
19231	Female	4/28/1954	9/8/1995	32407	B - Instructional	1200	
14314	Male	10/9/1964	7/27/2004	32407	B - Instructional	1000	
26009	Female	9/27/1958	7/30/2012	32444	B - Instructional	2600	
23743	Male	3/16/1980	7/28/2006	32413	B - Instructional	2600	
14802	Male	8/1/1947	11/18/2008	32444	A - Administrative	2000	
26048	Female	7/5/1974	9/4/2014	32408	B - Instructional	500	
32205	Male	6/18/1994	9/5/2017	32539	B - Instructional	200	
16276	Female	1/3/1962	8/20/1985	32405	A - Administrative	1500	
27430	Female	10/7/1963	2/17/2011	32408	C - Support	300	
19748	Female	12/5/1956	8/16/1999	32401	A - Administrative	1500	
25856	Female	5/3/1971	8/12/2014	32405	B - Instructional	300	
32162	Female	10/17/1975	8/7/2017	32444	B - Instructional		5000
18636	Female	12/27/1964	8/8/2005	32444	C - Support	1000	
32058	Female	3/25/1987	8/7/2017	32444	B - Instructional	200	
30218	Male	3/18/1961	7/1/2015	32404	C - Support	1000	
20824	Female	5/8/1962	8/5/2003	32405	B - Instructional	600	
15341	Female	1/16/1962	8/17/1992	32404	B - Instructional	1440	
23928	Male	8/4/1968	8/16/1999	32405	A - Administrative	2600	
13764	Male	11/15/1943	8/17/2000	32444	B - Instructional	700	
30726	Female	8/1/1977	8/7/2017	32456	B - Instructional	1500	

18-07-FLEXIBLE SPENDING ACCOUNT ADMINISTRATION
APPENDIX 3 (CORRECTED)

Employee ID	Gender	Birth Date	Employment Date	Zip	Group	Health Reimb. Election Amount	Dependent Care Election Amount
20075	Female	7/7/1962	1/16/1985	32405	A - Administrative	1200	
22764	Female	7/10/1960	7/7/1997	32404	D - Confidential	2200	
26456	Male	10/29/1970	5/12/2008	32444	A - Administrative	1800	
26126	Female	4/23/1985	8/7/2017	32404	B - Instructional	500	
23041	Male	7/24/1955	4/27/1998	32401	A - Administrative	2600	
30336	Female	6/4/1986	3/9/2015	32444	A - Administrative	2600	5000
12787	Female	9/26/1955	8/17/1998	32404	B - Instructional	1000	
19766	Female	12/15/1954	8/18/1986	32411	A - Administrative	2000	
27830	Female	5/24/1961	8/11/2015	32444	C - Support	500	
20339	Female	6/10/1968	8/13/2009	32405	A - Administrative	400	
23851	Female	12/21/1964	8/15/1994	32404	B - Instructional	1500	
24036	Female	9/2/1970	8/19/1996	32409	C - Support	1300	
16244	Female	9/12/1963	3/8/2004	32409	C - Support	2600	
23812	Female	3/26/1965	8/27/1990	32404	B - Instructional	600	
16600	Female	5/22/1954	8/1/1988	32409	C - Support	1500	
20193	Female	10/23/1977	7/26/2005	32444	B - Instructional	2600	
23557	Female	11/17/1973	10/11/2004	32405	E - Licensed	2600	
30970	Female	1/30/1990	8/8/2016	32404	B - Instructional	500	
28972	Female	9/22/1973	8/8/2016	32404	B - Instructional	1500	2500
23809	Male	10/27/1969	4/17/2017	32404	B - Instructional	600	
15331	Female	4/13/1965	8/2/2001	32409	B - Instructional	1200	
30790	Female	3/6/1964	10/5/2015	32438	B - Instructional	2500	700
21531	Female	1/28/1958	9/7/2010	32413-3338	B - Instructional	1000	
21044	Female	5/8/1965	2/22/1996	32404	C - Support	800	
10958	Female	1/15/1955	8/15/1994	32405	E - Licensed	2600	
16033	Female	1/9/1963	8/2/2001	32444	B - Instructional	800	
25332	Female	4/18/1982	8/6/2014	32408	B - Instructional		5000
25951	Female	5/2/1984	9/18/2007	32444	B - Instructional	400	1000
11513	Female	10/10/1969	9/30/2010	32438	B - Instructional	2500	
20398	Female	3/14/1955	8/17/1998	32404	B - Instructional	800	
19594	Female	8/23/1956	8/14/1996	32409	B - Instructional	2000	
30631	Male	4/14/1970	8/24/2015	32407	B - Instructional	200	
29208	Female	5/10/1985	8/9/2013	32407	B - Instructional		3600
23949	Male	10/14/1969	7/8/1991	32404	C - Support	2600	
16045	Female	7/21/1955	8/28/1989	32404	D - Confidential	800	
12104	Female	9/12/1974	7/26/2006	32405	E - Licensed	500	1500