

Emerald Coast Utilities Authority

Addendum to RFP #2012-16: Flexible Benefits Plan Administration Services

ECUA contact: Lydia Fortin, lydia.fortin@ecua.fl.gov

Responses to Vendor Questions (received by due date of October 22, 2012)

1. Are we able to submit a USB drive in lieu of the CD Rom?

ECUA's preference is as stated in the RFP: Complete proposals (including completion of Proposal Summary Forms, submission of sample materials and administration contracts, etc.) are to be delivered in one (1) paper original and three (3) paper copies (a total of four) along with one (1) CD-ROM of the complete proposal and must be received by 2:00 p.m. local time (Central Standard Time) on October 30, 2012 at which time proposals will be publicly opened. The CD-ROM must contain your submission in Microsoft Word, and all proposal attachments in the appropriate format, Microsoft Word and/or Microsoft Excel as indicated, should be included on the CD.

Any additional items/formats/media submitted may be given review and consideration.

2. Where will addenda be posted? Or, will an email be sent to each contact?

An email containing addenda will be sent to each contact person the ECUA issued a RFP as well as those who submitted questions in accordance with the RFP's stated procedure and due date.

3. Please explain what services are included with the \$50 per employer, per month "monthly compliance per employer". Also, confirm this is per employer and not per employee.

The \$50 "Monthly Compliance Service" fee is per employer, per month. It includes providing the Flexible Benefits Plan/Summary Plan Document, processing mid-year revocation requests, and administration of the plans three key provisions—Payroll Deducted Insurance Premiums; Medical FSA (including Limited FSA); and Dependent Care Reimbursement Account. Online services and telephonic customer services are also provided.

4. How are you funding the FSA today? One account- ACH draft, Push of Funds or Wire Transfer?

Daily ACH Debit; the current administrator, WageWorks, is reimbursed by ECUA via WageWorks initiating an ACH debit on ECUA's bank account.

5. Is there more than one division for the set up?

The "division" reference is not clear. Therefore, this may answer the question. The ECUA has one bank account set up for FSA reimbursement to the administrator.