



Last Updated: September 2, 2015

CLARK COUNTY

TO: Holders of Specifications Relating to:

RELEASE DATE: August 20, 2015

RFP: #699 - Health Savings Account (HSA), Limited Purpose FSA,
And Flexible Spending Account Administrator

FROM: Mike Westerman, CPPO
Purchasing Manager

SUBJECT: Additional Information/Clarifications to Specifications

Question 1) Why the County is bidding out for these services at this time (fees, service issues, standard due diligence, etc.), please elaborate.

Answer 1) The services are being bid out due to service issues.

Question 2) Who is the incumbent provider(s) for the County's programs?

Answer 2) WageWorks

Question 3) What are the current fees the County is paying for its programs?

Answer 3) \$3.75 per part. Per month for FSA and \$3.00 for HSA

Question 4) Can you elaborate if these fees are inclusive of printing and mailing fees associated with member outreach? Are these said fees inclusive of benefit fair sessions?

Answer 4) There is limited member outreach for these fees.

Question 5) Can the County provide copies of its communication & education collateral/material for its current programs?

Answer 5) NA

Question 6) Will the County be utilizing the \$500 rollover provision in their plan?

Answer 6) No, we utilize the 2 ½ month extension

Question 7) Does the County currently offer a VEBA HRA? If so, would they be interested in consolidating that program to receive additional discounts on FSA and HSA administrative services.

Answer 7) No, and we are not interested in additional programs.

Question 8) Please explain your current funding process and banking arrangements?

Answer 8) Each pay period we transmit participant information and send all contributions to the administrator. We do not hold contributions for the administrator to draw from.

Question 9) Is it important for the County's HSA and FSA plans to reside on the same platform? Is that the current arrangement with the incumbent administrator?

Answer 9) That is preferable. The current plan is administered on the same platform.

Question 10) Does the County work with a Broker for these benefits or others? If so, who?

Answer 10) Yes, Mercer Health & Benefits, LLC.

- Question 11) Will the County consider a standalone FSA proposal?
Answer 11) The County isn't interested in a standalone FSA administrator. We are looking for an administrator for both the FSA and the HSA plan.
- Question 12) Page 8 of the RFP; Section IIIB Contract Award; 4. Indicates that open enrollment should take place in November 2015, with implementation meetings to occur throughout October. However, selection is not anticipated until September 25th, and a final agreement is not anticipated to occur until November 1st, 2015. Please confirm whether or not the County will either abbreviate the selection timeframe or push back the start of the open enrollment period in order to accommodate time for implementation activities.
Answer 12) Open Enrollment will occur during November 2015. The intent is to select the vendor in September, finalize the contract in late October so it can be submitted to the Board of Councilors by November 1 or so.
- Question 13) With how many individual payroll centers would the vendor need to interface?
Answer 13) We only have one payroll center; payroll is administered in-house.
- Question 14) Who currently administers continuation of the pretax spending accounts for COBRA continuants?
Answer 14) Our current administrator, WageWorks, administers COBRA participants through the end of the plan year. Contributions are on an after-tax basis.
- Question 15) How many onsite meetings will the successful vendor be required to attend (enrollment, training, etc.)?
Answer 15) A firm decision about attendance at Open Enrollment has not been decided. If there is attendance it would only be for a couple of meetings.
- Question 16) What type, frequency and number of communications will the County require for educational purposes?
Answer 16) We are looking for paper and electronic communication. Communication that is comprehensive to thoroughly explain how both the FSA and the HSA accounts work.
- Question 17) Attachment E – HSA Questionnaire; #15. Typically HSA funds belong to employees. Does the County's HSA plan mandate forfeitures of unused HSA funds as part of the year-end accounting, as opposed to having unspent savings roll-over to the next year?
Answer 17) Unspent dollars roll over under the HSA; they are not forfeited.
- Question 18) Attachment E – HSA Questionnaire; Communication and Participant Education; #4. What would be the vendor's responsibilities in a pre-implementation audit? What type of information will be required?
Answer 18) I believe a pre-implementation audit would not apply to the incumbent.
- Answer 19) Attachment F – FSA/LPFSA Questionnaire; how many FSA/LPFSA participants currently require their pretax savings to be administered through COBRA?
Answer 19) None at this time.
- Question 20) I wanted to confirm if the 30 pages limitation for Clark County Washington's Health Savings Account (HSA), Limited Purpose FSA, and Flexible Spending Account proposal includes the required RFP response/documents provided by Clark County Washington?
Answer 20) Yes, the limit of 30 pages is correct.