

School Board Members

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Dinwiddie County Public Schools

OFFICE OF THE SUPERINTENDENT

Request for Proposal

RFP # 25-100124-2

Flexible Benefits Plan – Cafeteria 125 Plan

Addendum #1

ISSUE DATE: 10/01/24

DUE DATE/TIME: 10/31/2024, 2:00 P.M.

Issued by: Brenda Austin
Telephone: 804-469-4190
Email: baustin@dcpsnet.org

The following are questions/clarifications we have received regarding this RFP to date.

I have reviewed the RFP document for Flexible Benefits Plan – Cafeteria 125 Plan, and I am unclear on the response requirements. Are we required to submit paper copies (and an electronic copy), and either email or upload the response to the eVA site? Or can we just submit via the eVA site or via email to you?

Sorry for the confusion. We are giving you the option to do either one. If you would like to submit your response electronically, I would prefer you email me directly. However, you can post your response into eVA. If you prefer you can submit your response by hard copy. Either way, it must be in our office by October 31, 2024 @ 2:00 PM.

Are you putting all the supplemental programs up for bid, including Flexible Spending, Vision, Group Cancer, Group Accident, Hospital Indemnity, Critical Illness, STD/LTD, Universal Life, Legal Resources, and Pet Insurance?

Yes. The offeror chosen will be able to supply all of these items.

What is the desired claims funding arrangement and frequency of funding between Dinwiddie County Public Schools and the vendor?

Currently the FSA account is funded by the Consultant/Vendor up front and is paid back monthly. Has accounts are preloaded with an employer share of funding and then monthly deductions are sent from the employee from payroll deductions.

Will the vendor have ACH access to a Dinwiddie County Public Schools bank account for claims? If not, will prefunding be provided?

No the vendor will not have ACH access. These accounts will not be prefunded by Dinwiddie County Public Schools.

Will Dinwiddie County Public Schools supply the vendor with a payroll file of actual FSA payroll deductions? If so, will Dinwiddie County Public Schools conform to the vendor file specs?

Dinwiddie County Public Schools will supply a file monthly of actual payroll deductions. Dinwiddie County Public Schools will work with the vendor to put this file in specs they desire.

Will Dinwiddie County Public Schools provide an electronic open enrollment and ongoing file for new hires, terminations, and changes? If so, will Dinwiddie County Public Schools conform to the vendor file specs?

The open enrollment is normally done and submitted by the administer of the Cafeteria 125 Plan. Dinwiddie County Public Schools will work with the administer of the 125 plans when hiring new employees.

Can you disclose current FSA/HSA pricing? Does this include a debit card?

A debit card is issued at no fee. I fee is only charged to employees that receive a paper copy of their account statement.

What is this anticipated award date?

The following represents an outline of the process currently anticipated by the Dinwiddie County School Board. Please note that other than the Due Date the rest of these dates are subject to change.

- Proposals due in School Board Office October 31, 2024
- Oral Presentation (Selected Offerors) November 20/21, 2024
- Intent to Award Notice November 25, 2024
- Notice to Proceed / Award Contract December 11, 2024
- Contract Start Date March 1, 2025

For submission method, both electronic and hardcopies are mentioned. Is there a method the District prefers for submission of this RFP?

You have option to choose which way to submit your proposal. We prefer hardcopies, but realize that some organizations are moving to electronic submissions. Either way, it must be in our office by October 31, 2024 @ 2:00 PM.

How many eligible employees does DCPS currently have?

Approximately 573

Please provide the current pricing for FSA, DCA and HSA.

\$0.00 for all

Who is the current FSA and HSA administrator?

Flexible Benefits Admin

How many Medical FSA participants do you have?

46

How many Dependent Care FSA participants do you have?

0 currently

How many HSA account holders do you have?

197

Are you interested in a Limited Purpose FSA (typically offered with an HSA and offers dental and vision only expenses)?

Yes, we currently have this option offered to our employees.

Do you work with a broker? If so, who is your current insurance broker?

Yes, Mark III Employee Benefits

What is the reason you are putting this out to bid? If service related, please provide examples.

Contract expiration and following procurement Laws

If we submit the completed RFP through the Virginia Electronic Procurement site, eVA, do you still require hard copies as outlined in the instructions?

No.

This procurement is governed by the Virginia Public Procurement Act and all terms and conditions of the Act are hereby adopted and are made a part of this notice.