

Request for Proposals: Third Party Administrator Services for Flexible Reimbursement Accounts

RFP # OHB08-3

Issued: August 1, 2008

ADDENDUM 2

Issued August 25, 2008

Questions and Answers:

1. Is auto reimbursement offered? If so, what is the current percentage of participation who have elected it?

The current vendor offers reimbursement by check, direct deposit and debit card.

2. What is the requested payment cycle?

We currently offer daily reimbursement.

3. What is the requested minimum check amount?

Outside of the plan year run-out period, the minimum check amount is \$5.00.

4. What is the payroll cycle?

The Commonwealth's pay periods run from the 25th-9th and the 10th-24th with payroll dates of the 16th and month's end respectively. The Commonwealth also has several end of the month pay dates deferred to the 1st of the following month.

5. How many external vendors will need to be set up for rollover?

Currently, the Commonwealth's Health Benefits Program has four (4) vendors for the self-insured plans and one (1) full insured HMO.

6. Regarding Section 3.3.8- this ends appears to end in an incomplete statement. Is all information provided, or is there some information cut off?

Typographical error. It should read: 3.3.8 Provide DHRM with a monthly accounting of all disbursements, by plan year and account type.

