****

**AUGUST 4, 2022**

**ADDENDUM 1 for RFP #NG2203**

##  FLEXIBLE SPENDING ACCOUNT MANAGEMENT FOR

## THE OFFICE OF HUMAN RESOURCES/BENEFITS

#### ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB DRIVES OF THE RESPONSE TO BE SUBMITTED

All responses shall be addressed and returned to: City Colleges of Chicago

Dawson Technical Institute - Procurement Services

3901 S. State Street, Room 102

Chicago, IL 60609

#### Attn: Nick Gibb – Associate Director of Procurement

***Proposals must be received no later than 12:00 p.m. CDT, Thursday, August 18, 2022***

 ***Questions, Answers and Clarification of Information***

1. Could you please advise how your current funding process works?

Our current FSA Admin provides a Settlement statement weekly which balances/ties to the ACH Debit(s).

Do you have a prefund in place?

The only prefund we have in place is for the Health FSA Debit card; the prefund amount is based off of our Annual Elections from our census file. Usually around 4% to 4.5% of the Annual Election. The full amount is available on day 1 of the plan year. The DCA elections are not prefunded and available only as the EE contributes to the plan via payroll deductions.

How often are funds pulled from your bank account?

The funds are pulled weekly.

Can you accommodate funds being pulled via ACH?

Yes.

1. Who is your medical carrier?

Blue Cross Blue Shield.

1. Do you use a ben admin platform? If so which one?

 PeopleSoft (Oracle).

1. Which payroll vendor do you use? We process payroll in house using

PeopleSoft (Oracle).

1. Is it acceptable for the vendor to send one debit card initially and if a participant needs a second card, it can be requested?

Yes, absolutely. However, requesting a second card should be a zero-effort task.

1. Could you please advise the estimated number of hard copies of enrollment kits that are required?

None are required; however, we would prefer to have around 25 hard copies for distribution to our locations. The Proposer must be able to provide Open Enrollment kits via electronic format.

1. Will the funding be under one bank account for City Colleges of Chicago or will the separate 7 colleges require separate funding accounts?

The funding is under one account through City Colleges of Chicago.

1. Will the billing for administration fees all be under City Colleges of Chicago account, or will there need to be separate billing locations for each of the 7 colleges?

The billing is under one account through City Colleges of Chicago.

1. Will Employer Portal access require access by division for each of the separate colleges or will all CCC administrators have full access to the Employer portal.

Only the District Office Benefits Division EE’s will have full access.

1. Are all on-site meetings local to the Chicagoland area?

Meetings can be held by Zoom call.

1. Who is the current product administrator?

Benefits Express A WEX Company.

1. How long has CCC utilized the correct product administrator?

2 – 3 years

1. Are there any areas of administration or plan features that CCC is dissatisfied with?

CCC expects any and all TPA’s to perform due diligence in terms of making sure there is continuity of usage for its employees.

1. Are there any plan features CCC does not currently utilize and wishes to implement? For example, mobile app or claims crossover.

TPA’s should be fully equipped and ready to roll out any new technology available for use at the request of CCC.

1. What is the rational for this RFP? Is it mandatory?

It is at the discretion of CCC to go to market for services requiring a TPA.

1. What is the current plan pricing?

Proposers may request a FOIA for pricing information.

**END OF ANNOUNCEMENT**

**Please acknowledge receipt of this announcement to**

**ngibb1@ccc.edu** **with a copy to** **procurementservices@ccc.edu**