



**County of El Paso Purchasing Department**  
**800 E. Overland Room 300**  
**El Paso, Texas 79901**  
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[www.epcounty.com](http://www.epcounty.com)

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**ADDENDUM 1**

To: All Interested Vendors  
From: Araceli Hernandez, Formal Bid/ Buyer  
Date: July 13, 2018  
Subject: RFP# 18-034, Online Enrollment & Benefit Administration System for the County of El Paso

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**The following addendum has been issued to notify vendors of the following modifications and responses to questions:**

❖ **Opening Date had been extended to: Thursday, July 26, 2018 at 2:00 p.m.**

**Questions and Responses:**

1. Can companies from outside USA apply for this?  
(India or Canada )

**Response: Yes**

2. Does the vendor need to come to El Paso for meetings?

**Response: The vendor will need to be present for meetings during the implementation process and periodic service meetings.**

3. Can we perform the tasks (related to RFP) outside USA?  
(India or Canada)

**Response: Yes**

4. Can we submit the proposals via email?

**Response: No. All proposals must be certified mailed or walked-in to 800 E. Overland Room 300, El Paso TX 79901.**

5. Regarding the County of El Paso’s RFP for an Online Enrollment & Benefit Administration, how many members is this service expected to cover?

**Response: The County has approximately 2,700 employees.**

6. Please clarify desired formats of submission for both the original hard copy and electronic copies. (The signature page indicates that electronic copies should be in Word or PDF format; however, questionnaire is provided as an Excel file and requested to be returned as such in the scope of work section.)

**Response: Electronic copies should be returned in non-password protected, searchable Word, PDF, or Excel files as requested.**

7. Please provide the following population information:
- a. Total population:
  - b. Total eligible population:
  - c. Employees enrolled in medical:
  - d. Employees enrolled in FSA:
  - e. Employees enrolled in HSA:
  - f. Pre-65 retirees:
    - i. Please confirm the plans in which pre-65 retirees are eligible (if applicable):
  - g. Post-65 retirees:
    - i. Please confirm the plans in which post-65 retirees are eligible (if applicable):
  - h. Part-time or variable-hour population (requires hours/eligibility tracking): We have around 300 part-time/variable-hour employees; however, they are not eligible for county benefits.
    - i. Current COBRA population:
  - j. Number of leaves of absence (LOA) per month (if applicable):

**Response:**

**Total population: 2,700**

**Total eligible population: 2,700**

**Employees enrolled in medical: 2,400**

**Employees enrolled in FSA: 181**

**Employees enrolled in HSA: 470**

**a. Pre-65 retirees:**

**i. Please confirm the plans in which pre-65 retirees are eligible (if applicable):**

**b. Post-65 retirees: Non-Medicare eligible retirees are enrolled in the self-funded medical plan.**

**i. Please confirm the plans in which post-65 retirees are eligible (if applicable): Medicare eligible retirees are enrolled in a Medicare Advantage and Part D program.**

- c. **Part-time or variable-hour population (requires hours/eligibility tracking): The County has approximately 300 part-time/variable-hour employees; however, they are not eligible for county benefits.**
- d. **Current COBRA population: 4**
- e. **Number of leaves of absence (LOA) per month (if applicable): Unable to answer this question at this time.**

8. Who is your current ACA vendor?

**Response: The County does not have a current ACA vendor.**

9. How are retirees (and LOA participants, if applicable) billed for premiums today?

**Response: For LOA participants, the County sends a bill. For retirees, the County has an automatic withdraw system in place; however, the retiree has the option to send a check to the County for premiums.**

10. What is your annual turnover/re-hire percentage?

**Response: For FY17, the turnover percentage was at 14%.**

11. What is your plan effective date?

**Response: January 1**

12. When is the expected Go-Live date of new benefits administration system?

**Response: October 1**

13. Is spending account administration (FSA/HSA) in scope? Can it be included in the proposal as an optional service?

**Response: Not at this time.**

14. Please advise how many current client references are needed. The references tab indicates 5 current client references desired but space is provided for 3.

**Response: Please submit three current and three former references.**

15. What is the anticipated Go Live date of the platform to be used for Open Enrollment? The RFP references 10/1 as effective date, is that the contract sign date or is that the expected Go live date of an implemented technology platform?

**Response: October 1 is the Go Live date.**

16. What is the current number of Benefit Eligible Employees?

**Response: 2,700**

17. Where can we see the full contract Terms and Conditions that is referenced in the RFP?

**Response: The RFP specifications include the County's standard terms and conditions.**

18. Does *Form 1295 (Certificate of Interested Parties)* need to be completed now or when the business is awarded? The RFP states that it should be signed when the business is awarded but then asks for it back on the checklist of attachments (please clarify).

**Response: The 1295 can be submitted once the RFP is awarded. The checklist is asking the vendor to insure the 176 Form (Certificate of Conflict of Interest) is fill out, signed and returned at the time of the submittal.**

19. RE COBRA: How many are eligible and how many medical plans will be made available to them?

**Response: There are currently 4 COBRA participants. Three medical plans, one dental plan and one vision plan are available to eligible COBRA participants.**

20. Question from our HR team regarding your drug free zone: Should we have an incident with an employee violating the drug free zone, could we receive more information on who we should notify?

**Response: Yes, when the RFP is awarded to the awarded company.**

21. On page 8 item # 3 reads. "Provide required notices and tracking of COBRA-eligible individuals and participants", yet on page 7 Payflex is listed as the COBRA administrator. Is the County wanting this system to replace payflex or just to track COBRA participants? It appears that the item is asking that the system send out COBRA notices.

**Response: The County would like to assess the prospective vendors' COBRA administrative capabilities for future consideration.**