

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT

REQUEST FOR PROPOSAL (RFP) TITLE:

Flexible Spending Accounts (FSA) and Commuter Benefits Administration, COBRA and Direct Billing Services

RFP NUMBER: E925-007

CLOSING DATE: May 5, 2025 @ 3:00PM Eastern Standard Time



ADDENDUM #3

Issued: April 28, 2025

PURPOSE OF ADDENDUM:

- To provide answers to all vendor questions received by the April 21, 2025 question submittal deadline.
- To provide revised fee proposal worksheet.
- To replace section 18 (Insurance Requirements), with the following:

Insurance Requirements

Contractor shall secure, pay the premiums for, and keep in force until the expirations of this Agreement, and any renewal thereof, adequate insurance as provided below, such insurance to specifically include liability assumed by Contractor under this Agreement.

- a) Commercial General Liability Insurance including all extensions:
 - \$2,000,000 each occurrence;
 - \$2,000,000 personal injury;
 - \$2,000,000 products/completed operations;
 - \$2,000,000 general aggregated
- b) Workmen's Compensation Insurance and Unemployment Insurance as required by the laws of the State of Maryland.
- c) Property damage liability insurance with a limit of not less than \$2,000,000 for each accident.
- d) If automotive equipment is used in the operation, automobile bodily injury liability insurance with limits of not less than \$1,000,000 for each person and \$2,000,000 for each accident, and property damage liability insurance, with a limit of not less than \$2,000,000 for each accident. A combined single limit policy is acceptable.

All policies for liability protection, bodily injury or property damage must specifically name on its face, Montgomery College, the Board of Trustees, and their employees as "Additional Insured" as respects to operations under the agreement and provided, however, with respect to Contractor's liability for bodily injury or property damage, such insurance shall cover and not exclude Contractor's liability for injury to the property of the College, persons or property of employees, students, faculty members, agents, officers, trustees, invitees or guests of the College.

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ADDENDUM #3 – continued

All other specifications, terms and conditions remain unchanged.



Patrick Johnson, MBA

Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. If proposal has already been submitted, acknowledgement should be submitted separately. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Standard Time (EST) on **May 5, 2025, 2025**.

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time: vendor.proposals@montgomerycollege.edu. **No responses will be accepted after this date and time.**

Company Name

Authorized Signature

Date

Printed/Typed Signature

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Questions & Answers

Question	Montgomery College Answer
References to be submitted in the proposal are 3 active, 2 former. However, on page 31, Question B5 mentions providing contact information for 3 terminated clients that could be contacted. Can you confirm the reference request would suffice for this question?	<p>The Offeror must submit five (5) references, (3 current and 2 past) within the past three (3) years that are capable of confirming the Offeror's experience in providing the same or similar level of services. Offeror's submitted references must include at least (1) one current higher education institution (university or college) that has utilized company's services in the past 3 years.</p> <p>This requirement supersedes Question B5, listed on page 31.</p>
You have included information about other groups within Maryland that could leverage this contract for their services, understanding that those groups would contract directly with vendor so their services are still separate. If the bidding vendor has contracts in effect with some of these entities, should that be indicated on Attachment J? Would we need to provide contracts as proof for those organizations? How would the College handle this information to consider the proposal?	<p>If a COG member elects to utilize <u>this</u> contract, that member must complete Attachment J – MWCOG Rider Clause form and return it to Montgomery College.</p>
Do you have the current fees charged by the incumbent vendor for these services?	<p>We prefer not to disclose current fees as we expect each bidder to provide their most competitive fee quote</p>
On the spreadsheet, the fee schedule indicates just FSA pricing at the top. There was no section or other tab for the COBRA and Direct Billing. The addendum #1 (4/15/2025) mentions removing Attachment C: Exhibits (COBRA Rate Information). Will there be an updated spreadsheet with a tab or section for COBRA/Direct Billing fee proposals?	<p>We prefer not to disclose current fees as we expect each bidder to provide their most competitive fee quote</p>

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Are you currently billed on a per event or per active employee basis for COBRA?	We are billed on a per event basis
Please confirm the number of active employees covered under a COBRA eligible plan (medical, etc.).	1,900
Please confirm the total number of benefit eligible employees.	1,900
Are you able to share the current administrator for FSA, Commuter, COBRA & Direct Bill? Are there any specific pain points today?	Voya, who purchased Benefit Strategies
Outside of Workday, are there any other technology vendors used for payroll or benefit administration?	No
Which carriers for medical, dental and vision are in place today?	Cigna/Kaiser for medical, Cigna for dental, EyeMed for vision
Please confirm how participants are using the Commuter Benefit today. Are participants supported well that are using WMATA?	There are 55 people enrolled in Commuter Benefits. Specific experience with WMATA program is unknown, employees can use their FSA on the Commuter Connections site on their own, but share how you can help ensure a positive commuter experience for all commuter options for this geographical area.
Does Montgomery College have an HSA today or plan to offer one in the future?	Yes, we have a HDHP and an HSA through Cigna, so a LP FSA will be required.
Are you able to share current fees in place with the prior vendor?	We prefer not to disclose current fees as we expect each bidder to provide their most competitive fee quote
Is the College working with a vendor for ACA reporting?	Yes, we work with a certified Workday partner for ACA; Experian
What expectations does the College have around benefit fair attendance for open enrollment? What has attendance at these events looked like in the past?	As stated in the RFP, we anticipate one meeting per facility (4 facilities). Typically, all fairs have healthy attendance, but there is no guarantee which specific vendors employees visit.
Is the College working with a consultant or broker?	Yes, we are working with a consultant, and NOT a broker
Is a fully onshore model in place today for the College? Will the College require an onshore model with the chosen vendor? Please	Yes, due to HIPAA compliance, we require all services (subcontracted or not) to be performed onshore.

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confirm if this is a barrier to placing the business with a new vendor.	
Is the College willing to execute an NDA in order for the vendor to produce the requested security related information?	We are only requesting high level information that other vendors provide without NDA.
If you deem appropriate, would you please share the current contract pricing for the FSA, Commuter, COBRA and Direct Bill Services?	We prefer not to disclose current fees as we expect each bidder to provide their most competitive fee quote
Other than the evaluation criteria listed in Section 6.1 and the Scope of Work provided in the RFP, are there additional service enhancements that Montgomery College considers important to their 3–5-year benefits plan strategy?	No

*******END OF QUESTIONS & ANSWERS*******