



# PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: November 23, 2021

TO: All Prospective Proposers

FROM: Nena Charity  
Purchasing Manager, Office of Procurement  
301-546-0025

RE: **Addendum 3: RFP 22-09 Flexible Spending Account Administrative Services**

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The following amends the above referenced RFP documents. Receipt of this Addendum 3 is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal.

## **1. Questions and Responses.**

Questions and Responses received during the Questions period are provided via the attached Question and Response Log.

The last day for Questions was November 2, 2021 at 10 AM ET.

End of Addendum 3 dated 11-23-2021

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM**

**RFP NO.:** 22-09

**TECHNICAL AND FEE PROPOSAL DUE DATE:**

Monday, December 6, 2021, on or before 10:00 A.M. ET

**RFP FOR:** RFP 22-09 – Flexible Spending Account Administrative Services

**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No.   1                        dated 11-15-2021

Addendum No.   2                        dated 11-19-2021

Addendum No.   3                        dated 11-23-2021

Addendum No.                             dated       

Addendum No.                             dated       

As stated in the RFP documents, this form is included in our Technical Proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

END OF FORM

No.	Addendum No.	Solicitation Section/Reference	Question	PGCC Response
COBRA 22-07				
1	1		<p>I'm certified as an MBE with MDOT and I was wondering since there is no pre-bid would it be possible to get a list of the Primes (Company name, contact, email and phone number) that have reached out to you with questions and/or that are showing interest in this RFP. This would be the only way possible to reach out to them and offer our services.</p>	<p>The College does not have a list of Potential Prime firms that can be provided to sub-contractors to contact. MBEs are encouraged to register with MDOT and or Prince George's County SDDD as the College directs Primes seeking MBEs to these two sites. However, provided below is a list of firms the College has categorized as firms that provide similar services as needed in this procurement that sub-contractors may reach-out to, to further inquire if the firm intends to submit a proposal as a Prime.</p> <p>Responding vendors to RFP 18-01:</p> <p>CareFirst  Advantica Administrative Services  Aetna  American Health Care  Avesis  Dominion National  EyeMed  Kaiser Permanente  MetLife United Concordia  Dental</p> <p>Current vendors:</p>

				<p>Kaiser Permanente (Prescription Drug &amp; Medical)</p> <p>Aetna Insurance Company (Dental, Vision, Prescription Drug &amp; Medical)</p> <p>CareFirst BlueCross BlueShield (Prescription Drug &amp; Medical)</p> <p>Dominion National (Dental only)</p> <p>EyeMed Vision Care, LLC (Vision only)</p>
2	1		Please confirm current pricing/rates for COBRA services.	Vendor pricing/rates will not be provided.
3	1		Please confirm if there are any existing issues that have prompted the release of the RFP.	The purpose of this procurement is required because the current contract shall expire on June 30, 2022.
		Attachment A – FSA Excel workbook	Attachment A – FSA Excel workbook includes conflicting participation figures on the FSA Plan Design tab and the FSA Pricing tab. Please confirm accurate participation data for the FSA	Participation figures on FSA plan design apply. The workbook has been corrected and reposted. Firms should be able to update the enrollment on FSA pricing page to match
4	1		Attachment A, the Excel workbook, column E requires a drop-down response however there are no responses to choose from. How would	Attachment A has been reposted with functioning column D drop down boxes. Column E is a free form section to explain any “No” answers in Column D.

			you like us to fill in this tab?	
5		Page 32	Are we to fill out A, B and C or just the portion that represents our firm?	Disregard page 32 in the RFP. This page was included in error.
6			<p>If a Bidder does not include any Minority Business Enterprise participation.</p> <p>In seeking an MBE waiver, is there a requirement of showing any good-faith effort?</p>	<p>The College strongly encourages MBE participation for this solicitation. A bidder can request an MBE waiver by completing the appropriate section on the MBE Utilization Affidavit of the solicitation which is located on Page 27.</p> <p>However, please note that if the bidder is notified that it is the apparent awardee, it must submit the following additional documentation within 10 working days of receiving notice of the potential award or from the date of conditional award, whichever is earlier:</p> <p>(a) Outreach Efforts Compliance Statement (Form M-C in Attachment M to the Solicitation)</p> <p>(b) Subcontractor Project Participation Certification (Form M-D in Attachment M to the Solicitation)</p> <p>(c) Any other documentation, including waiver documentation, if applicable, required by the Procurement Officer to ascertain bidder or offeror responsibility in</p>

				<p>connection with the certified MBE participation goal.</p> <p>If the bidder fails to return each completed document within the required time, the Procurement Officer may determine that it is not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable</p>
7	1	Appendix M, MBE	Will a bid offering both FSA (15% goal) and COBRA (15% goal) services need to attempt to commit to a total of 30% MBE participation?	<p>The 15% MBE goal is defined as the minimum % of the total overall contract value that is established for each solicitation/awarded contract.</p> <p>Both solicitations are being awarded separately and each has a minimum 15% goal.</p>
8	1		If a response to the RFP includes a copy of a firm's standard Master Services Agreement (MSA) Is this acceptable or, will the firm need to accept the College's standard contract terms and conditions, and if not, will the firm's proposal be deemed non-responsive?	<p>Proposers are to include any exceptions to the College's contract in the section indicated within the Solicitation. Please refer to 1.5 Technical Response Requirements;</p> <p>: A firm's agreement is not a response requirement. Proposers with exceptions will not be deemed non-responsive. However, inclusion of exceptions or non-acceptance of the College's contract terms and conditions may be considered in the rating procurement process and possible award.</p>

9		Appendix S (Solicitation Terms and Conditions).	Are exceptions permitted to Appendix S (Solicitation Terms and Conditions). Is this acceptable or will a firm's proposal be deemed non-responsive?	Any exceptions to the terms and conditions shall be submitted as specified in the Response Requirements section of the Solicitation.  See response to the Question 9.
10			Are modifications permitted to the Bid/Proposal Affidavit or will that cause a firm's proposal to be non-responsive?	Modification are allowed prior to proposal due date, if a proposal was submitted in advance. See Section III <b>1.6 Modifications of Technical Proposal.</b>
11			Are modifications permitted to the Conflict of Interest Affidavit or will that cause a firm's proposal to be non-responsive?	Modifications to the Conflict of Interest Affidavit is not allowed. Modifications to the form may deem the Proposer non-responsive.
12			Do you anticipate any platform or system changes in the way your current data is submitted?	PGCC does anticipate c Participation figures on FSA plan design apply. The workbook has been corrected and reposted. Firms should be able to update the enrollment on FSA pricing page to match hanging its system; however, the College will issue a separate RFP, if a replacement system is required
13			Is the group utilizing any technology platforms for HRIS, ben admin, enrollment, or payroll? If so, who?	PGCC is currently using Benefit Focus.
14			Are there any pain points with your current Third-Party Administrator (TPA)?	No.

15			<p>What would be three things that could be easier or simpler than they are today?</p>	<p>The purpose of this RFP is for firms to provide PGCC with a comprehensive proposal in response to the Scope of Work and proposal requirements provided in the solicitation. Proposers shall include in your proposals any assumptions or information that your Firm may deem relevant and critical to provide the required services, while meeting industry best practices.</p>
16			<p>Are there any other marketing changes taking place? (i.e., changes in carriers)</p>	<p>The purpose of this RFP is for firms to provide PGCC with a comprehensive proposal in response to the Scope of Work provided in the solicitation. Market trends or changes should be researched by the responding firms.</p>
17			<p>With respect to your RFP process, are you able to share who else would be quoting on this RFP?</p>	<p>The College does not have a list of firms that will submit a proposal. PGCC publicly advertises its solicitations on multiple platforms. All firms that are interested in submitting a proposal are encouraged to respond.</p>
18			<p>Is it an absolute requirement that the group retain the 2% instead of the third-party administrator? Administrator prefers to retain.</p>	<p>The COBRA Awarded Contractor/Firm shall retain the 2%</p>



19			If the group requires the 2%, please confirm the carrier premium costs associated for each carrier and plan.	The COBRA Awarded Contractor/Firm shall retain the 2%
20		FSA RFP; page 12. Section III; Article 2. Technical Evaluation Process;	Each Excel Workbook requires 'Yes' or 'No' responses. Additionally, there is no section in the RFP which outlines any mandatory requirements. Please specify which RFP sections reflect mandatory requirements	Proposers are to ensure all response requirements are submitted, See Section III Article, Technical Proposal requirements. Additionally, Questions listed in the Excel Questionnaire are capabilities/services/functionality the College seeks. Firms shall be evaluated in their ability to provide the most relevant and needed services to ensure each program is effectively managed.