

COUNTY of KANE
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER

Theresa Dobersztyn, C.P.M., CPPB
Director of Purchasing

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January 6, 2020

ADDENDUM 2

Request for Proposal: #04-020

Title: HR Benefits Administration

The attention of all plan holders is called to the following questions received before the deadline of January 6, 2020. Answer follows the questions below in **bold**:

1. What is the County's current budget for this project? ***This will be determined upon final receipt of bidder's proposals.***
2. Does the County require Fed RAMP certification? **Yes.**
3. Kane County lists seven vendor carrier feeds on page 16, but page 46 lists four carrier connections needed. Can you please clarify? In our experience, the vendor determines if multiple plans can be on the same carrier connection, or if they must be separate. ***Seven Vendor carriers.***
4. What unions do you currently work with? ***Kane County Unions can be found on Kane County's Web site.***
 - Which each union, how many employees are members? **52%.**
5. Does the County have the resources to build and test file feeds (Empower to vendor: payroll to vendor)? Or should this functionality be included in our service and pricing? ***Include in pricing.***
6. For dependent verification, are you seeking both initial full audit of your depended population and ongoing verification for newly enrolled dependents? ***On-going.***
7. For total compensation statements, are you printed statements, online statements, or both? ***Paycheck stubs are both printed and available online, but those would not be considered Total Compensation statements. The County has not currently provide Total Compensation statements thus far.***
8. For ACA compliance service:
 - The RFP states that your payroll provider is your current ACA Forms 1094-C/1095-C vendor.
 - Please confirm this is New World. ***Yes, this is done through Tyler/New World.***
 - Does the current provider track benefits and coverage data for your

- employees? **Yes.**
- What other ACA-related services do they provide? **Compliance Communications annually.**
 - Have you received ACA IRS penalty notices? **No, we have not received any ACA IRS penalty notices.**
 - Have you received exchange notices? **No, we have not received any exchange notices.**
 - Who tracks and provides benefits and coverage data for y our union population? **Our provider.**
9. Page 16 states that the RFP includes a benefits packet, a union packet letter, and a non-union packet letter. We did not receive these. Please provide. **These are internal documents specific to employees joining the plan and would be templates for any vendor.**
10. Page 1 references a contractor disclosure form which we did not find among the RFP materials. Can you provide a sample form, or should we build this with required information listed in items C.02.1 through C.02.4? **There was a sample of both the required contractor disclosure and familial disclosure included with the proposal documents. I have attached it to this addendum for your review. You will have to create this on your letterhead and have it signed and notarized. There is no form.**

Please acknowledge receipt of this addendum in the space provided on Page 47 (Proposal Response Form) of the Proposal document. Thank you for your interest in the Kane County procurement process.

Sincerely,
Maria C. Calamia
Maria C. Calamia, CPPB
Assistant Director of Purchasing