

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Scott Muri, Ed.D, Superintendent of Schools

PURCHASING DEPARTMENT

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NOTICE TO BIDDERS

ADDENDUM TO REQUEST FOR SEALED PROPOSAL

DATE: 1/31/2017

This Addendum forms a part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Bid entitled: ANNUAL CONTRACT FOR FLEXIBLE SPENDING ACCOUNT

Bid Number: 11459

Bid Opening Date & Time: FEBRUARY 9, 2017 @ 9:30 A.M.

ADDENDUM NO. 1

Please make the following additions, revisions, and/or deletions to the Bid Document:

***NOTE: Open enrollment period dates have been revised
(Mid-July 2017 until end of August 2017)**

The bidder shall acknowledge receipt of this addendum in his bid form.

See Questions and Answers Below

ADDENDUM NO. 1, PROPOSAL #11459 QUESTIONS AND ANSWERS

Question #1: Does SBISD utilizes any Benefit Admin/HRIS system technology?

Answer #1: Yes, SBISD utilizes The Benefits HUB.

Question #2: How serious is SBISD on switching vendors this year?

Answer #2: SBISD does not understand the question! See SBISD CSP #11459.

Question #3: On page 9 (Section 3.29.0 Performance and Payment Bonds). Does SBISD expect that either bonds will be required under this contract?

Answer #3: No

Question #4: On page 28 (Section 7.0 Plan and Enrollment Periods) Will there be one open enrollment period beginning August 1, 2017 through August 31, 2017? Can SBISD describe the open enrollment method and ongoing enrollment maintenance for new hires used by SBISD today? Also is it an online enrollment using the SBISD's internal HRIS/Benefits system or the HUB, or is it a paper-based enrollment process?

Answer #4: SBISD has one open enrollment period each calendar year. During the open enrollment period all employees are required to either update their benefits or select new benefits via the online benefits system (The Benefits HUB).

New hires starting at times outside our annual open enrollment period currently complete a benefits election paper worksheet provided by SBISD. That information is entered by benefits staff into the online system. All enrollments (during open enrollment and with new hires) happen with the internal SBISD online benefits system.

Question #5: On page 28 (Note Section at bottom of page) If carrier does not have established relationship with the HUB (Online Benefit Third Party Administrator) and there is a cost charged by the HUB (Online Benefit Third Party Administrator) to develop, the carrier will have to cover the cost. Can SBISD or HUB provide the current file layout and EDI protocols so all bidders may assess the work and cost involved with customized file mapping to meet the needs of HUB? Also can HUB provide an estimate of the number of hours that will be involved by the HUB and the cost per hour?

Answer #5: Typically the file layout and protocols are dictated by the carrier, therefore the number of hours involved would depend on the carrier file layout. Many carriers currently have EDI relationships established with MGM's The Benefits HUB, and currently receive exports that also work for SBISD.

ADDENDUM NO. 1, PROPOSAL #11459 QUESTIONS AND ANSWERS

Question #6: On page 30 (Section 8.11.0 Certificate of Interested Parties – Form 1295). The completed Form 1295 with the certification of filing must be filed with SBISD by attaching the completed form to the vendor's solicitation response. The form requires an identifying contract number. Should bidders use proposal number and proposal name since no award made at the time of proposal submission or should we leave this blank? Also if bidder will be bidding on multiple RFPS at this time, are we required to file this form separately for each bid and separately with the Texas Ethics Commission?

Answer #6: Form 1295 must be completely filled out (a sample form has been included in the proposal explaining how to properly fill out). The vendor must enter the contract number (which is the same as the proposal number) and the Title of the contract. The 1295 form is required separately for each proposal as each proposal has a different proposal number (contract number) and a different title.

Question #7: On page 33 (Section 9.0 References), bidders are requested to provide five (5) school district references. There is a notation that SBISD will consider 2 large organizational references. Is SBISD requiring 5 references and preferring that all references are school districts? However, will SBISD accept large private sector organizations of similar size in place of 2 of the 5 references?

Answer #7: The vendor must provide 5 references, preferably from school districts. SBISD will consider 2 large Organizational references and 3 school references or all 5 can be a large Organizational reference. See Section 9.0 References, page 33.

Question #8: On page 42 (Section 17.0 No. 7), bidders are requested to provide 3 references with contact information during the finalist phase of the selection process. Please provide a list of potential references by company name that are of similar size, volume, and requirements. Is this a separate request for references? May bidders use 3 of the 5 references included on the Reference Document (Section 9.0 References)?

Answer #8: Yes, see section 9.0 References, page 33.

Question #9: Will SBISD consider a contract based on Vendor's form of Standard Contract?

Answer #9: The contract requirements are outlined within the CSP, see section 5.

END OF ADDENDUM NO.1