

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 HEALTH SAVINGS ACCOUNT

Bid Number: 11460

Bid Opening Date & Time: FEBRUARY 9, 2017 @ 10:00 A.M.

ADDENDUM NO. 2

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. 2, PROPOSAL #11460 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 #11460.

Question #3: What is the current break down of HSA balances?

Answer #3: SBISD does not keep employee balances.

Question #4: What is the current balance requirement for HSA account holders to start investing?

Answer #4: The current balance requirement for HSA account holders to start investing is a minimum contribution requirement of \$10 per month.

Question #5: Does SBISD make employer contributions to employee HSA accounts or are contributions made only by employees?

Answer #5: No, SBISD does not make employer contributions to the HSA Account. Contributions are made by employees only.

Question #6: It appears that there are several health plan options available to School district employees; are there any plans for SBISD to incent employees to participate in the HDHP? For example, lower premiums for the HDHP coverage?

Answer #6: The HDHP does have lower premiums than the other two plan types, however SBISD does not reduce the premium price additionally for employees choosing the HDHP option.

Question #7: Does SBISD pay the fees for the HSA?

Answer #7: Yes, SBISD pays the monthly administrative fees.

Question #8: How long has SBISD had the HDHP and HSA?

Answer #8: SBISD has had these options for a number of years.

Question #9: What is the average HSA balance?

Answer #9: The HSA balance varies based on employees participating and the year.

ADDENDUM NO. 2, PROPOSAL #11460 QUESTIONS AND ANSWERS

Question #10: Is there an investment option available in the HSA? If so, what percentage of the account holders have invested a portion of their HSA.

Answer #10: No, there is not an investment option available in HSA.

Question #11: On page 9 (Section 3.29.0 Performance and Payment Bonds). Does SBISD expect bonds will be required under this contract?

Answer #11: No

Question #12: Page 28 (Section 7.0 Current HSA Plan Coverage). Current enrollment in Health Savings Accounts is 217 employees? Can SBISD provide the total aggregate (\$) for all active account balances and/or total amount (\$) of assets under management?

Answer #12: No, SBISD does not keep record.

Question #13: 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 #13: 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 #14: 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 #14: 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.

ADDENDUM NO. 2, PROPOSAL #11460 QUESTIONS AND ANSWERS

Question #15: 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 #15: 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 #16: 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? Also may bidders use 3 of the 5 references included on the Reference Document (Section 9.0 References)?

Answer #16: See Question #15.

Question #17: Will SBISD consider a contract based on Vendor's form of Standard Contract?

Answer #17: The contract requirements are outlined within the CSP, see section 5.

Question #18: If an awarded vendor is located out of state and the vendor's employees' will not have direct contact with Texas students, then must the awarded vendor still submit proof of employees' satisfactory criminal record histories per provision 5.11.0?

Answer #18: N/A

Question #19: Will SBISD make a copy of the SBISD EDGAR Contract Addendum available for review?

Answer #19: N/A

END OF ADDENDUM NO. 2