

January 21 2020

Addendum 2 has been issued in response to vendor questions regarding “Benefits/Health Care Administration Technology & Systems” category as follows:

1. Please provide the expected Go-Live dates for OE and ongoing services.
 - a. OE has an expected go-live date of July 15th; however, we must begin EDI testing with carriers no later than 6/1/2020
2. What is your expected Implementation kick-off date?
 - a. Early April 2020, but no later than 4/13/2020
3. When are the start and end dates for the benefits plan year?
 - a. September 1 – August 31
4. How many employees are eligible to enroll in the benefits programs? Are retirees eligible for benefits and, if so, how many are eligible?
 - a. Eligible employees for 20-21 plan year are estimated around 1,700 staff
 - b. No, retirees enroll in medical benefits through the state pension system (TRS)
5. What are the challenges with your current benefits administration system that you are looking to correct with a new partner (i.e. responsiveness, system functionality, data integrity, cost predictability, integration, etc.)?
 - a. Integration with BSWIFT and TylerMunis, responsiveness, data accuracy and integrity
6. What are the driving factors causing YES Prep to now evaluate your benefits administration solution?
 - a. Our contract is expiring and we are looking to determine if there is another system that is better suited for the size of our organization, solves for the pain points listed above, and offers any other additional services or capabilities that we may not already have access to through our current system.
7. What HRIS do you currently use and what is your desired frequency of HRIS files (Once weekly, twice weekly, etc.)?
 - a. We will be using TylerMunis beginning August 2020. We are currently in the implementation stage with TylerMunis.
 - b. We desire file updates to be conducted no less than once per week.
8. What is your current payroll solution and what is the number of expected payroll files and the frequency of transmission?
 - a. We will be using TylerMunis for this function as well. Payroll deduction updates from our ben admin system is expected to occur no less than once per week. This will need to be done via an electronic feed connection between TylerMunis and our future ben admin system.
9. Do you have any special reporting requirements?
 - a. We need to be able to pull various reports. Having a system that allows us to build and pull reports for data that lives within the system is needed. Some examples of reports we've used are employee enrollment, census data, ACA penalties tracking, remittance billing, audit files, life event, EOI, dependent eligibility, payroll deduction report, employee termination report, etc.
 - b. We are looking for reconciliation services too
10. What is the scope of services you would like a new benefits administration partner to provide?
 - a. Call Center?
 - i. Not necessary, but would be a nice to have.

- b. COBRA?
 - i. Yes, but only for dental and vision
 - c. Direct Bill?
 - i. Yes, for our supplemental and ancillary providers only.
 - d. ACA hours tracking (If so, how many employees need to be tracked?)
 - i. Yes, less than 100.
 - e. ACA 1094/1095 forms production and tax filing? (If so, Please provide the number of forms produced last year)
 - i. This is a must have. The number of files being produced for 2019 reporting is 1,845.
 - f. Spending Accounts (HSA, FSA, etc.)?
 - i. Yes, FSA and DCA
11. ACA 1094/1095 Reporting – Who is your current provider?
- a. PlanSource
12. ACA 1094/1095 Reporting – How many separate FEINs do you currently utilize?
- a. One
13. How is the ACA process of 1095 form creation and transmittal to the IRS handled today?
- a. Electronically through the PlanSource system
14. Please provide the number of eligibility groups you have.
- a. 5 groups
15. Please provide activity volumes:
- a. COBRA enrollments (if in scope)
 - i. Unknown
 - b. COBRA Qualifying Events (if in scope)-
 - i. Ended employment
 - c. Direct Bill population (retirees? Leave of absence employees? Others?)
 - i. Unknown
16. Current COBRA vendor?
- a. PlanSource – only needed for supplemental
17. Current Direct Bill vendor?
- a. PlanSource – only needed for supplemental and ancillary carriers
18. Is qualification of medical child support orders in scope? If so, how many QMCSOs do you receive each year on average?
- a. N/A
19. Please provide the number of accounts for:
- a. HSA- 724
 - b. FSA- 265
 - c. FSA (Dep Care)- 61
20. Please confirm the need for dependent verification and the count from last year.
- a. Unknown
21. Will you have an active or passive enrollment?
- a. Passive enrollment
22. Are there any specific initiatives relating to benefits administration planned over the next few years?
- a. We are looking into providing benefit allotment amounts that staff can choose to apply towards any benefit they see fit.
23. Are there any plans for specific changes to carrier systems over the next few years?
- a. We may change supplemental and ancillary providers as needed. If legislative changes are made, we would change our medical carrier system.
24. Is an initial Dependent Audit or Dependent Verification in scope/optional? If so, are volumes available?
- a. No

25. Is support requested for administration of any unique state or local eligibility rules (e.g. dependent eligibility beyond Federal guidance, state/local Imputed Income support, etc.)? If yes, please describe.
- a. No
26. Do you provide limited benefits for any segment of your population (eg. EAP for part-time)? If so, please provide details.
- a. Part-time staff who work between 10 and 20 hours per week are only eligible for medical
 - b. All staff are eligible for EAP
 - c. Temp employee's are not benefits eligible until they reach minimum threshold per IRS
27. Are there any language needs beyond English and Spanish?
- a. No
28. Would you consider an alternative to Jellyvision to help employees and YES Prep as an organization?
- a. Unknown