



**Poquoson City Public Schools
Request for Proposal**

SBO-24-002

Third Party Administration Services RFP

ADDENDUM NUMBER 1

February 14, 2024

This addendum provides answers to offeror's questions. If you have any questions about this Addendum, please contact Tracy Spence via email at tracy.spence@poquoson.k12.va.us.

QUESTIONS:

Question 1: How many are currently enrolled in the benefit plans?

Response: Details are shown in the table below.

Benefit Plans	# of Enrolled Employees
Vision	128
Disability	25
Accident	6
Cancer	3
Critical Illness	32
Texas Life Insurance	45
Identity Theft Protection	4
403(b) Retirement Plans	0
457(b) Retirement Plans	7
Health FSA	24
Dependent Care FSA	1
Hospital Indemnity Insurance	3
Legal	42
Long Term Care	2

Question 2: How many are currently participating in the FSA plan?

Response: 25

Question 3: How many lines of coverage are you requesting for the benefit administration services?
Response: See table above for plan descriptions.

Question 4: For the Voluntary Products, are you looking for a broker for these products or someone to administer the current products?
Response: Both.

Question 5: If we are unable to fulfill the requested services for any of these products, are we able to respond to the products we can support, or are you looking for one combined solution?
Response: PCPS prefers a combined solution.

Question 6: Is PCPS looking for the TPA to be the interface between all record keepers/investment companies/annuity companies?
Response: Yes.

Question 7: Is the TPA the participant portal to their account?
Response: Yes.

Question 8: Does all participant activity initiate with the TPA?

- Enrollment
- Loans
- Distributions
- Other

Question 10:

Question 9: Is the TPA required to track specific limits across all record keepers/investment companies/annuity companies?

- Participant loan limits?
- Contribution limits?

Response: Yes.

Question 10: Does PCPS expect Plan-level reporting from the TPA?

- Valuation report consolidating data from all record keepers/investment companies/annuity companies?
- Contribution, distribution, loans, and other consolidated reports from all record keepers/investment companies/annuity companies?

Response: Yes, excluding investment and annuity companies.

Question 11: Does PCPS want the TPA to provide COBRA administration?
Response: Yes.