



Alaska Railroad Corporation
327 W. Ship Creek Ave.
Anchorage, AK 99501

July 14, 2020

**Addendum 1
Request for Proposal #20-25-208266
FSA and HSA Administration Services**

Addendum number 1 is issued for Questions

**The Closing Date for this ITB has not changed.
Bids will be received until July 30, 2020 @ 3:00 PM Alaska time.**

Questions:

- Are you able to send the RFP in word format?
Please see attached document
- Desired effective date ? Effective date of January 1, 2021, however, the vendor will need to start working on the transition process in September 2020 to ensure January 1, 2021 go live date.
- Total number of benefit eligible employees? Annual average about 650 employees.
- Do you utilize a Ben Admin/HRIS platform? If so, who? No, our payroll, personnel, finance system is JD Edwards.
- May we include COBRA pricing? If so, please provide the number of active employees that are enrolled in a plan that is COBRA eligible (i.e. medical count, dental count) and current COBRA vendor? We are not looking for a COBRA vendor at this time.
- Please confirm carriers for medical, dental & vision. The railroad is self-insured, and we use Premera Blue Cross Blue Shield to process our claims.
- Is Premera the HSA vendor and ConnectYourCare the FSA vendor? Premera sub-contracted both the HSA and FSA services to Connect Your Care.
- What is the reason for marketing/current pain points? To ensure the railroad and its employees have the best vendor administrating the HSA and FSA programs.
- What is the reason for marketing HSA away from medical carrier? To ensure the railroad and its employees have the best vendor administrating the HSA and FSA programs.
- Is there an HSA Account Transfer fee and HSA Transfer fee? No

- Total HSA assets (cash and investments)? **Estimated to be about \$50,000.**
- Is it Alaska Railroad's desire to continue to cover the HSA administration fee? **Yes**
- How is the FSA administration fee being collected from FSA participants? **The fee is deducted bi-weekly from the employees' paycheck**
- Is the FSA and HSA offered strictly to full-time employees, or is this benefit offered to seasonal, lay-off; i.e. how is this benefit structured for entire workforce? **The HSA is available to all employees (year-round and seasonal employees) who take the high deductible health plan. The FSA is available to all 12-month employees.**
- Is it a requirement that Alaska Railroad has an Account Executive assigned? **ARRC's preference is to have a central point of contact for HR and payroll when there is a need to address plan administration issues, data feed problems and/or research employee questions.**
- Does you utilize a broker/consultant? If so, please confirm who. **We use Segal out of Phoenix for benefits consulting services.**
- Will the ARRC if Alaska accept electronic-only submission via email in light of the current situation? **ARRC will require one hard copy and one electronic copy.**
- Will there be finalists? – **It is possible, depending on committee review and scoring per Appendix C.**
- Will there be an opportunity for Best and Final Offer? **Only if required, please see Appendix C.**
- Any other decisions being made during this time (i.e. medical carrier, HRIS)? **No Premera will continue to process the railroads medical, pharmacy, dental, and vision claims, and we are not moving away from the JD Edwards.**
- Proposals shall have a maximum of twenty (20) pages, exclusive of resumes and exhibits. Does this represent single or double sided? **Double sided. In addition the response to the Technical Questionnaire will not be counted towards the 20 page requirement.**
- Is the Railroad interested in a limited purpose FSA in the proposal? **No.**
- Will you allow proposal submittal for HSA services only? **No.**
- Affirm that your company will sign the Railroads HIPAA BAA. Will the ARRC accept the Contractor's MSA or should we red line the BAA and Professional Terms and Conditions?
ARRC will not sign a vendor provided MSA. Vendor's proposal should note in Appendix D what is not accepted and provide detail on the reason you are unable to accept them with the requested changes. At its discretion ARRC may note where there is conflict ARRC's terms and conditions will prevail, or consult legal to determine whether or not the requested changes may be accepted in order to continue with negotiations. Upon acceptance ARRC will send a contract cover page along with the professional terms and conditions and reference the vendor's provided proposal to make up the final contract agreement to the successful awarded vendor.

Clarification Note:

Originally there were 5 total exhibits with one being the ARRC Personal Service Agreement signature page. This was removed causing an error in the numbering of the remaining exhibits. They actual exhibits are as follows:

EXHIBIT 1 2020 PAYROLL SCHEDULE
EXHIBIT 2 CONTRIBUTIONS FOR EMPLOYEES
EXHIBIT 3 ARRC BUSINESS ASSOCIATE AGREEMENT
EXHIBIT 4 ALASKA RAILROAD CORPORATION FLEXIBLE BENEFIT PLAN

The table of contents has the last two with a mislabeled number. It refers to Exhibit 4 as the BAA and exhibit 5 as the Flexible Benefit Plan. The table is incorrect as they should be labeled Exhibit 3 as the BAA, and 4 as the ARRC FBP.

All other terms and conditions remain unchanged.
If there are any questions regarding this addendum please let me know.

Thank you,

Greg C Goemer
Sr. Contract Administrator
Alaska Railroad Corporation