



LAWRENCE J. HOGAN, JR.
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

Q&A #2
REQUEST FOR PROPOSALS (RFP)
Third Party Administrator Services for Flexible
Spending Accounts —Healthcare and Dependent Care
PROJECT NO. F10B5400007
March 19, 2015

Ladies/Gentlemen:

This list of Questions and Responses #2 (Q&A #2), questions #31 through #35, is being issued to clarify certain information contained in the above referenced RFP. The statements and interpretations of RFP and contract requirements that are stated in the following questions of potential offerors are not binding on the State, unless the State expressly amends the RFP. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any potential offeror's statement or interpretation of RFP and contract requirements.

31.Question: *Is the State interested in auto-substantiation of debit card swipes?*

Answer: Refer to RFP Section 3.2.1.8.C , Technical Proposal Attachment Q-4 (Compliance Checklist) item CC-39 and Attachment Q-5 (Questionnaire) item Q-17. The State is interested in an Offeror's Technical Capabilities as they pertain to the overall Plan Design and specifically, an Offeror's capabilities regarding administration of debit cards as they relate to the provision of services under this RFP.

32. Question: *Please confirm the number of proposals requested. From the RFP: 4.2.1 indicates that each proposal volume should be submitted with one unbound original and three bound copies with eight electronic versions of the technical proposal and three electronic versions of the financial proposal; 4.4.1 indicates that the technical proposal should be submitted with one unbound original and four bound copies, and the electronic version shall be provided; and 4.5.1 indicates that the financial proposal should be submitted with one unbound original and two bound copies and three electronic versions.*

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45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-6014 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay
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Answer: Clarification regarding the number of proposals is being provided in Amendment #1 to be issued shortly.

33. Question: *Please confirm the insurance certificate submission requirements from RFP: 4.4.2.11 Certificate of Insurance (Submit under TAB J) as well as in RFP: 5.6.i.*

Answer: Section 4.4.2.11 addresses the Offeror's requirement to submit their current certificate of insurance showing the types and limits of insurance in effect *as of the Proposal submission due date*. The current insurance types and limits do not have to be the same as described in Section 3.4.

Section 5.6.i, addresses the documents an Offeror must submit within five (5) business days *upon Notice of Recommendation for Contract Award*. An Offeror must provide a copy of a current Certificate of Insurance with the prescribed limits set forth in Section 3.4 "Insurance Requirements", as well as listing the State as an additional insured.

34. Question: *With regard to Attachment Q-4, CC-23, O, can you please provide more details with regard to what the certification entails? We would like to better understand if this is a self-attestation or a third-party audit.*

Answer: Clarification regarding what the requested certification entails is being provided in Amendment #1 to be issued shortly.

35. Question: *On Attachment Q-4, CC-73, can you provide clarification on the certification required for each invoice?*

Answer: Clarification regarding the certification required for invoice submission is being provided in Amendment #1 to be issued shortly. See addition to RFP Section 3.6.2 contained within said Amendment.

By: <signed>
Mike Yeager
Procurement Officer