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Lieutenant Governor

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Secretary

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Deputy Secretary

AMENDMENT #1
to
REQUEST FOR PROPOSALS (RFP)

**THIRD PARTY ADMINISTRATOR SERVICES FOR FLEXIBLE
SPENDING ACCOUNTS—HEALTHCARE AND DEPENDENT DAYCARE
SOLICITATION NUMBER F10B6400004**

DECEMBER 18, 2015

Ladies and Gentlemen:

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in red bold (ex. **new language**) and language deleted has been marked with a double strikeout (ex. ~~language deleted~~) and/or the applicable revised attachment(s) has been identified.

1) Add to Section 1.2, #45, on page 3, as follows:

Run-out Period - means the six month period following the end of the preceding calendar year during which HCFSA and DCFSA Plan Participants may submit reimbursement requests for claims that were incurred in the Calendar Year prior to the run-out period. The Run-out Period follows both the two month and 15 day Grace Period following the end of the preceding calendar year as well as the three month and 15 day period that follows the Grace Period. **This means the run out period that follows the final year of the Contract begins after the Grace Period and submission deadlines. In other words the run out period begins April 16th and extends for six and a half months, or through October 31.**

2) Revise Section 4.4.2.6.g, on page 48, to read as follows:

The Offeror shall provide extensive details which addresses its ability to provide either a point-to-point Virtual Private Network (VPN) or secure FTP connection approved by the State of Maryland and further detailed verification that your firm's capability to transmit and exchange information meets or exceeds the HIPAA and HI-TECH requirements as indicated in RFP Section ~~3.2.1.5~~. **3.2.1.4**. In providing your response, please note the requirements of the federal Department of Health and Human Services in connection with HIPAA Security Rule and HI-TECH Act compliance (see http://www.hhs.gov/ocr/privacy/hipaa/understanding/covered_entities/breachnotificationifr.html and <http://edocket.access.gpo.gov/2009/pdf/E9-20169.pdf>).

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3) Revise Section 4.4.3.1, on page 51, to read as follows:

The following documents shall be completed, signed, and included in the Technical Proposal, under TAB ~~⊖~~ **M** that follows the material submitted in response to Section 4.4.2.

- a. Completed Bid/Proposal Affidavit (**Attachment B**).
- b. Completed Maryland Living Wage Requirements Affidavit of Agreement (**Attachment G-1**).

4) Revise Section 4.4.3.2, on page 51, to read as follows:

***If Required**, the following documents shall be completed, signed, and included in the Technical Proposal, under TAB ~~⊖~~ **M** that follows the material submitted in response to Section 4.4.2. *See appropriate RFP Section to determine whether the Attachment is required for this procurement:

- a. Completed MDOT Certified MBE Utilization and Fair Solicitation Affidavit (**Attachment D-1A**) *see Section 1.33.
- b. Completed Federal Funds Attachment (**Attachment H**) *see Section 1.35.
- c. Completed Conflict of Interest Affidavit and Disclosure (**Attachment I**) *see Section 1.36.
- d. Completed Mercury Affidavit (**Attachment L**) *see Section 1.40.
- e. Completed Veteran-Owned Small Business Enterprise (VSBE) Utilization Affidavit and Subcontractor Participation Schedule. (**Attachment M-1**) *see Section 1.41.
- f. Completed Location of the Performance of Services Disclosure (**Attachment N**) *see Section 1.42.

5) Revise Attachment Q-1: Section III, #4, first column, first row on page 3 of the Attachment, to read as follows:

Number of full-time employees as of ~~12/31/2014~~ **10/01/2015**.

6) Revise Attachment Q-1: Section III, #4, first column, second row on page 3 of the Attachment, to read as follows:

Number of part-time employees as of ~~12/31/2014~~ **10/01/2015**.

7) Revise Attachment Q-4, CC-20, on page 12 of the Attachment, to read as follows:

Once claims are deemed ineligible, Contractor agrees to actively seek the appropriate documentation to substantiate the claim. Contractor agrees to make at least three attempts, via email/mail, to obtain this documentation from members. If member fails to deliver necessary documentation within 30 days, Contractor agrees to suspend member ~~deb~~ **debit** card and require paper submission for future expenses. Contractor agrees to offset future manual/paper claims with the member's ineligible charges outstanding.

8) Revise Attachment Q-5, Q-33, on page 22 of the Attachment, to read as follows:

Please describe the Offeror's website capabilities. Please provide a sample of your website design to comply with Section ~~3.2.7~~ **3.2.1.6** of the RFP and label as "**Response Attachment: Website Design.**"

By: <signed>

Mike Yeager
Procurement Officer