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Dinwiddie County Public Schools

OFFICE OF THE SUPERINTENDENT

REQUEST FOR PROPOSAL

NAME: Flexible Benefits Plan – Cafeteria 125 Plan

NUMBER: 20-121819-2

Addendum # 2

ISSUE DATE: 12/18/19

DUE DATE/TIME: 01/10/2020, 2:00 P.M.

The following are the additional questions/clarifications we have received regarding this RFP to date.

Issued by: Brenda Austin
Telephone: 804-469-4190
Fax: (24 Hours a day): 804-469-4197
Email: baustin@dcpsnet.org

What is the claim funding arrangement and frequency of funding between DCPS and the vendor?

DCPS makes payroll deductions and forwards deductions to vender at the end of each month.

Will the vendor have ACH access to a DCPS bank account for claims? If not, will prefunding be provided?

No. DCPS is not self-insured on any of its policies. Funds are deducted and sent to the vendor who maintains the employee accounts on a monthly basis.

Will DCPS supply the vendor with a payroll file of actual FSA payroll deductions? If so, will DCPS conform to the vendor file specs?

DCPS sends payments based on vendors bill each month. The vendor maintains the FSA account. DCPS maintains a worksheet with the employee’s expected FSA payroll deductions that are verified to the vendor invoice. We will email this worksheet each month to the vendor and note any changes if necessary. We would try to conform to the vendor file specs if possible.

Will DCPS provide an electronic open enrollment and ongoing file for new hires, terminations and changes? If so, will DCPS conform to the vendor file specs?

DCPS does enrollments through our section 125 provider. We contact the section 125 provider on all new hires, terminations and changes. We would try to conform to the vendor file specs if possible.

It is my understanding based on the scope of services requested in this RFP that Dinwiddie County Public Schools' benefit plans are self-funded. Please confirm.

Dinwiddie County Public Schools are not self-funded for any of its benefit plans. Dinwiddie submits monthly payroll deductions to vendors based on policies that the employees have taken out with vendors.