



## Addendum #1

July 22, 2021

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 1  
**PROJECT NAME:** Flexible Spending Account (FSA) & Cobra  
**JJC PROJECT NO.:** R22002

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this addendum. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

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### Questions Received:

1. Does JJC utilize a ben admin/HRIS system? If so, who?  
**Workday**
2. Who are JJC's carriers? Who is the current TPA?  
**BCBS IL, Express Scripts, VSP and Reliance. Allied is the current FSA & COBRA administrator.**
3. Reason for marketing?  
**Due diligence**
4. Average new hires per year?  
**80**
5. Total COBRA participants?  
**Currently two**
6. Does JJC have an HSA in place today? Would they like us to include HSA in our proposal for consolidation? If so, total HSA participants?  
**No, JJC does not offer an HDHP at this time. We are not looking for an HSA solution.**
7. I.B. Purpose - Can you clarify the reason for the RFP? Looking for an innovative partner?  
**Due diligence**

8. Is the College under the State program now?  
**No, JJC manages its own FSA and COBRA plans.**
9. Please provide the current administrative fees for both FSA and COBRA. Does the College pay the FSA fees on behalf of participants?  
*We'd like carrier to provide their cost.*
10. Are there any pain points to be mitigated?  
**Call center for vendor need to have more timely/accurate information.**
11. The insurance limits are higher than what our firm can purchase. Will the College accept different limits?  
**Other limits will be considered if there is a sufficient umbrella liability policy.**
12. Can you confirm the BEP Certification or Authorization can be completed if/when the contract is awarded?  
**BEP certification status must be active prior to proposal submission to be considered through the RFP evaluation process.**
13. How are claims funded? Can you describe in detail?  
**The Employer shall provide funds to be used to make Flex Plan payments to plan participants as funds are needed to cover such payments. It shall be the Employer's responsibility to provide funds sufficient to cover drafts validly issued.**  
  
**Make payment with funds as provided for amounts due with respect to claims that qualify under the Flex Plan. Submit to the Employer a reconciliation which includes a monthly accounting of payments made in sufficient detail to provide for the audit and control of funds used. Submit to the Employer a monthly accounting of benefit payments by line of coverage and payments to individuals.**
14. II. Plan Administration and Adjudication #2 - Since all claims require some sort of substantiation, is this questions applicable?  
**This question is applicable. Do you offer auto substantiation option with BCBSIL? Is this option available by employee choice? Do you offer auto substantiation option with Express Scripts? Again, is this option available by employee choice?**
15. Can you confirm the current debit card process complies with IRS regulations? Are there any dollar thresholds in place under which required documentation is NOT requested? If so, please describe in detail.  
**It's our understanding that the current process complies with IRS regulations and there are no dollar thresholds.**
16. Can you provide a link to the current executed service contract(s)?  
**We will not provide the contract**
17. Would JJC be willing to share the name of the incumbent vendor providing FSA programs and COBRA? Who is the incumbent?  
*Allied*

18. What is causing you to explore the market for a new partner?  
***Due diligence***
19. What works well with your current administration that you would like to see continue with a new partner?  
***Responsiveness, service support, online portal and open enrollment support.***
20. What is not working well that you would like a new partner to address?  
***Call center for vendor need to have more timely/accurate information.***
21. Do you offer a debit card with your FSA?  
***Yes***
22. How does the funding process currently work and what is the preferred funding frequency?  
***The Employer shall provide funds to be used to make Flex Plan payments to plan participants as funds are needed to cover such payments. It shall be the Employer's responsibility to provide funds sufficient to cover drafts validly issued.***
- Make payment with funds as provided for amounts due with respect to claims that qualify under the Flex Plan. Submit to the Employer a reconciliation which includes a monthly accounting of payments made in sufficient detail to provide for the audit and control of funds used. Submit to the Employer a monthly accounting of benefit payments by line of coverage and payments to individuals.***
23. Our administration does not require pre-funding, which means we only pull funds when reimbursements are processed. For this reason, we offer a daily funding option for FSAs with debit cards. Will this funding method and frequency be a workable solution?  
***JJC would prefer funds are not pulled from a College account. However, if you can demonstrate why this is more efficient and effective, JJC is open to discuss.***

**End of Addendum #1**



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**Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.**

Issued by:

Janice Reedus  
Director of Business & Auxiliary Services  
Joliet Junior College  
815.280.6643

I acknowledge receipt of Addendum #1.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature