



WILLIAMSON COUNTY
PURCHASING DEPARTMENT
901 SOUTH AUSTIN AVE.
GEORGETOWN, TEXAS 78626

<http://wcportals.wilco.org/Procurement/>

**HOSTED SOLUTION SERVICE – WEB BASED BENEFIT ENROLLMENT
SYSTEM
FOR WILLIAMSON COUNTY**

**PROPOSAL NUMBER: 15RFP123 PROPOSALS MUST BE RECEIVED ON OR
BEFORE: MONDAY MAY 4, 2015 - 2:00PM**

PROPOSALS WILL BE PUBLICLY OPENED: MONDAY MAY 4, 2015 - 2:00PM

ADDENDUM # 1

April 17, 2015

This addendum will facilitate a supplement to the current specifications of this Request for Proposal and will become an integral part of the awarded contract.

On page 20, section 5.3 of this RFP, please replace the requirements spreadsheet with the one enclosed as the following changes have been made:

- **“Multi-lingual Enrollment via the Web (Spanish) ” was moved from required to preferred**
- **“Track Wellness Activity” was moved from required to preferred**
- **“Track Wellness Incentives” was moved from required to preferred**

Key System Requirements & Capabilities	Required Preferred NA
System Requirements	Vendor Results Met = ✓ Did not Meet = 0
Hosted Solution Service	Required
Online Enrollment	Required
Benefit Plan Eligibility	Required
Plan History – Employee & Employer View by Plan Year Elections	Required
Calculate Contributions	Required
Calculate imputed income	Required
Decision Making Tool	Required
Call Center	Required
Print/Email Benefit confirmation Statements	Required
Integrate with Carriers	Required
Passive Enrollment	Required
Cobra Interface multiple Providers	Required
FSA Interface	Required
System Capabilities	
Ability to establish 2 way file integration with County's Payroll/HR system.	Required
Maintain Compliance with Federal reporting	Required
Billing Audit/Reconciliation Tool	Required
Billing Reconciliation Reports	Required
Ad hoc Report Building	Required
Add Dependents	Required
Benefit Confirmation Statements Real Time Auto Generated	Required
Blast Emails	Required
Carrier Data Feeds	Required
Change Beneficiary – Employee Complete Online	Required
Customizable Benefit Confirmation Statements	Required
Consolidated Billing Reports	Required
Dynamic Benefit Plan Comparisons - Benefit	Required
by Benefit	Required
Employee Benefits Portal	Required
Employee Calculators	Required
Forms Posting – Employee ability to upload	Required
Forms Posting – Compliance ability to post all necessary required forms by the employer	Required
Passive Enrollment	Required
Payroll Data Feeds	Required
Select PCP	Required
Standard Reports	Required

View Current Elections	Required
*Web-based Cobra Elections - Vendor needs to have employees make any COBRA, FSA elections online and transmit this information to the respective vendors / systems.	Required
*Web-based Enrollment for all Core Benefits	Required
*Web-based FSA Elections	Required
*Web-based Individual DI Enrollment	Required
*Web-based Individual Life Enrollment	Required
*Web-based Life Event Enrollment	Required
*Web-based New Hire Enrollment	Required
*Web-based Open Enrollment including off cycle	Required
*Web-based Retiree Elections	Required
*Web-based Spousal or Dependent Life Enrollment	Required
Access Benefit Plan History	Preferred
Automated Alerts - to Administrator(s)	Preferred
Automated Alerts - to Employees	Preferred
Avatar or Interactive Educational Tools	Preferred
Benefit Enrollment Surveys	Preferred
Call Center Enrollment	Preferred
Call Center Support during Enrollment	Preferred
Configurable Workflow	Preferred
Customized Educational Videos	Preferred
Customized Text and Branding	Preferred
Data Audits/Dependent Audits	Preferred
Decision Support Tools	Preferred
EOI Alerts	Preferred
EOI Tracking and Notification	Preferred
Fulfillment Services	Preferred
Generation of Completed Enrollment Forms via PDF	Preferred
Historical Reporting	Preferred
Instant Online EOI	Preferred
Mobile Functionality	Preferred
Multi-lingual Enrollment via the Web (Spanish)	Preferred
Participant Modeling	Preferred
Point-in-time Reporting	Preferred
Post Enrollment Employee Surveys	Preferred
Prefilled EOI forms	Preferred
Report Scheduler	Preferred
Screen Customization Capabilities	Preferred
Track Wellness Activity	Preferred
Track Wellness Incentives	Preferred
Single Sign-on to Insurance Carrier/Carriers	Preferred
Verification Services	Preferred

Please acknowledge the receipt of addendum# 1

Signature
Sincerely,

Print Name

Date

Kerstin Hancock, Deputy Purchasing Agent
Williamson County Purchasing Dept.
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