System Requirements		Description	Vendor Results Met = ✓ Did not Meet = 0
Key System Requirements & Capabilities	**Pass- Fail / Preferred**	**Est. Go Live PilotAdmin Access: 9/1/2015** **Est. Go Live Employees: 10/1/2015**	**Web Based/ User Friendly**
Hosted Solution Service	Pass-Fail	Vendor to Host Web Based System	
Online Enrollment: - Open Enrollment - Qualified Life Event - New Hire	Pass-Fail	Web Based Hosted System in which employees/retirees may complete enrollment from a mobile device, personal computer or work computer (24 hours, 7 days week)	
System integration	Pass-Fail	Ability to establish integration: 2-way file feeds with County's Payroll/HR system and 1-way file feeds with Vendors.	
View Benefit Elections	Pass-Fail	System ability for both employees and employer to view benefit elections	
No outsourcing of database hosting, development services, support, etc.	Pass-Fail	No outsourcing of database hosting, development services, support, etc.	
Configurable Workflow	Preferred	Vendor/System ability to have configurable workflows; to allow stop and approval processes, automated alerts to employer as required for Qualified Life Events, including termination of benefits.	
Automated Alerts - to Employees	Preferred	System ability to send automated alerts to employees	
Plan History – Employee & Employer View by Plan Year Elections	Preferred	Employer view of Plan History Elections and coverages for Employees by plan year	
Calculate Contributions	Preferred	System calculates Employee Elections of total cost of benefit contributions	
Plan Selection Decision Making Tool	Preferred	System ability to allow employees to make benefit plan comparisons; provides overview for employees/retirees to assist with benefit election decision, calculator, etc.	
Benefit Plan Comparisons	Preferred	System ability to allow benefit plan comparisons	
Print/Email Benefit realtime Confirmation Statements	Preferred	Ability for Employee/Retiree/Spouse to print election confirmation statements, from home computer, work computer or personal device	
Consolidated Billing Reports	Preferred	Employer ability to run monthly reports consolidating benefit elections by plan	
Passive Enrollment	Preferred	System Ability to provide passive enrollment no plan or rate changes required for Open Enrollment	
Maintain Compliance with Federal reporting	Preferred	Maintain Compliance with Federal reporting posting requirements of SBC's SPD's, and all Federal Compliance Notices	
Billing Audit/Reconciliation Tool/Reports	Preferred	Employer ability to run audit and perform reconciliation reports to verify coverage elections for all covered members	
Ad hoc Report Building	Preferred	System has ability for Employer to run Ad Hoc Reports typically non standard reporting	
Add Dependents	Preferred	Employee ability to add dependents as needed for Qualified Life Event Changes utilizing Web Hosted System	
Blast Emails	Preferred	System ability to send emails to employees	
Change Beneficiary – Employee Complete Online	Preferred	System ability for employees to change beneficiary's utilizing on line system	
Forms Posting – Employee ability to upload	Preferred	Employee ability to upload forms required for Qualified Life Event elections	
Forms Posting – Ability to post all necessary required forms by the employer	Preferred	System/employer capability to post all required Compliance Notices, including Summary Plan Documents	
Standard Reports	Preferred	System ability to provide standard reporting, benefit election reports, dependent eligibility listing, age out report etc.	
Processing Voluntary Life Enrollment with evidence of insurability	Preferred	Employee ability to complete Web Based Online voluntary life enrollment elections for employee, spouse, dependents. To include generation of forms for additional amounts over the guaranteed issue amount.	
Interactive Educational Tools	Preferred	System ability or provide interactive video educational tools for employee/employer	
Benefit Enrollment Surveys	Preferred	Employer ability to send benefit enrollment surveys to employees/retirees	
Customized Educational Videos	Preferred	Vendor/System ability to customize educational videos on plan designs or SBCs	

Customized Text and Branding	**Preferred**	**System ability to incorporate County Logo or Branding**	
Data Audits/Dependent Audits	**Preferred**	**Vendor ability to conduct data audits/dependent audits**	
EOI Alerts	**Preferred**	**System ability to send EOI (Evidence of Insurability) Alerts for elections made above Guarantee Issue**	
EOI Tracking and Notification	**Preferred**	**System ability to provide EOI Tracking and Notification to employer**	
Reports via PDF	**Preferred**	**System ability to produce reports in PDF format**	
Multi-lingual Enrollment via the Web (Spanish)	**Preferred**	**Vendor ability to provide enrollment via Web in Spanish**	
Prefilled EOI forms	**Preferred**	**System ability to prefill EOI, Evidence of Insurability forms with basic employee demographic information**	
Report Scheduler	**Preferred**	**Employer ability to schedule reports at specific, dates**	
Track Wellness Activity/Incentives	**Preferred**	**Employer Ability to track Wellness Activities/Incentives applied or earned by employee**	