



Loudoun County, Virginia

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Department of Finance and Procurement

Division of Procurement

P.O. Box 7000, Leesburg, Virginia 20177

Physical Address: 1 Harrison Street, S.E., 4th Floor, Leesburg, Virginia 20175

August 21, 2019

NOTICE TO OFFERORS

ADDENDUM NO. 1

RFQ 83870

The following changes and/or additions shall be made to the original Request for Proposal (RFP) for Affordable Care Act, RFQ 101782. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. **PLEASE NOTE:** The Acceptance Date is changed to prior to 4:00 p.m. on August 28, 2019.
2. Attached are the questions and answers received in response to the solicitation.

Prepared By: s/ Diane C. Smith Date: August 21, 2019

Acknowledged By: _____ Date: _____

QUESTIONS AND ANSWERS

Q1. Who will support the County for the filing for the 2019 plan tax year? Based upon the end date of the contracts (October), will the existing firm support the final filing year?

A1. The County will work with the selected vendor to determine appropriate filing requirements.

Q2. Since Washington, D.C., has instituted an ACA-like individual mandate last year and the first employer reporting is expected to be due in the first quarter of 2020. Does Loudoun County have employees that live in the District? If so, who will handle the plan year 2019 reporting on the District level that will be due in early 2020?

A2. The County will work with the selected vendor to determine appropriate filing requirements.

Q3. Of the stated 3,842 employees identified in the RFP, how many are considered part-time, full-time or variable hour?

**A3. Full-time Employees – 3,526
Part-time Employees – 184
Variable hour Employees – 132**

Q4. How many employees obtained coverage from their state Marketplace or Exchange rather than the County over the past year?

A4. The County does not maintain data on the number of employees that obtain coverage from their state Marketplace or Exchange rather than the County.

Q5. Has Loudoun County received any ACA IRS penalty notices (Letters 226J)?

A5. The County did not receive any ACA IRS penalty notices.

Q6. Please provide your current vendors for the following services:

- A. ACA
- B. HR
- C. Payroll
- D. Benefits
- E. Leaves
- F. Non-employee (retiree, COBRA)
- G. Multi-employer/union

A6.

- A. ACA – UnifyHR**
- B. HR – Oracle HRMS**

- C. Payroll – Oracle HRMS
- D. Benefits – Oracle HRMS
- E. Leaves – Oracle HRMS, with the exception of FMLA Source for FMLA and The Standard for Disability
- F. Non-employee (retiree, COBRA) – Flexible Benefit Administrators
- G. Multi-employer/union – N/A

Q7. In Section 1.3 of the RFP, what are the County's metrics and outcomes required from the risk analysis?

A7. The County will request that the selected Contractor conduct an assessment of their ACA related operations to ensure full compliance.

Q8. As it relates to Section 1.6, what role will the County have in this process, e.g., review forms for accuracy, attest to the accuracy of the data, etc.?

A8. The County will review forms for accuracy, attest to the accuracy of the data and give final approval for submission of forms to employees and IRS.

Q9. In Section 5.1 of the RFP, Enrollment Data Collection, will the County provide the data to the Contractor or will the Contractor be responsible for directly obtaining the data from the Human Resources Management System (HRMS), third-party administrators (TPAs), and Cobra vendor partners? Please define the analysis of necessary information that will be required.

A9. The County will be responsible for providing data to the Contractor from the County's HRMS, TPAs and COBRA vendor partner.

Q10. In Section 5.4 of the RFP, Maintenance of Data and Administrative Support Requirements; what role will the County have in this process?

A10. The County will expect the contractor to be responsible for the on-going maintenance and administration of data in order to meet all annual reporting requirements as well as formally respond to Marketplace and IRS penalty notices.

Q11. In Section 5.7 of the RFP, Account Management and Communications Requirements, what performance guarantees does the County typically require

A11. Performance guarantees will be primarily focused on mutually agreed upon response and reporting deadlines.