

November 11, 2015

RFP #Y16-600-LC

DEPENDENT ELIGIBILITY AUDIT

ADDENDUM NO. 2

This addendum is issued to provide clarifications/response to questions received:

Question: Would the Board allow stratifying the universe by type of coverage in selecting statistical samples of dependents?

Answer: No.

Question: The fee schedule form implies that the statistical sample of dependents under Item 1 is 9,857. This is the same number provided for the complete dependent audit of the agencies that have their own cafeteria plans. A statistical sample of 9,857 dependents would mean that there are millions of people that are dependents and that the anticipated error rate is very high. A statistical sample of 1 million dependents, with a confidence level of 90%, error rate of 50% and desired precision range of 5% results in a sample only round 1,000 dependents. Please clarify the fee schedule estimate of a statistical sample size of 9,857.

Answer: The fee schedule is an estimate of a statistical sample size. The County will work with the awarded firm to determine a statistically valid sample for the audit.

Question: Please provide the number of employees and dependents for each agency and each benefit to be audited under the complete audit in in Item 2 on page 18.

Answer: Of the 9,857 participants, the vast majority (over 6,500) are employees with Orange County.

Question: Where are the eligibility requirements documented for each benefit? Does the Board or the agencies collect evidence of eligibility at the time the dependents are enrolled? Is that documentation available for review or comparison to the documents the plan participants provide directly?

Answer: This will be discussed with the firm that is awarded the contract.

Question: Will the communications be required to be sent to ALL employees and dependents or only to those that are statistically sampled for the Board of County Commissioners?

Answer: Communication will only be sent to the sample employees identified.

Question: Also, how will the name, address and other required information are provided to the successful offeror?

Answer: This will be discussed with the firm that is awarded the contract.

Question: If plan participants provide documentation directly via the secure portal (or mail, fax or email), how would those documents have the County's bar code system used for document management and archival on them? Please clarify the use of the County's bar code system for this audit.

Answer: This will be discussed with the firm that is awarded the contract.

Question: Please clarify Item G. Are you referring to an account representative for the call center or a project manager for the entire audit process?

Answer: This refers to an account manager, a single point of contact who will be responsible for the account.

Question: Is this a firm fixed price contract? A fixed price per dependent audited? A not-to-exceed? It is unclear because the statistical sample size and the inputs to selecting a statistical sample (confidence level, error rate, universe size or sizes, precision range) and the number of actual employees and dependents all affect the volume of communication, the documentation expected to be received, etc.

Answer: It is a firm fixed price for the engagement.

Question: Please clarify where the proposer should address this requirement and how they intend to comply. If the proposer does not propose a 24% goal for M/WBE in Orange County, will they be considered non-responsive?

Answer: No.

ACKNOWLEDGEMENT OF ADDENDA

a. The proposer shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the proposal.

b. Receipt acknowledged by:

Authorized Signer

Date Signed

Title

Name of Proposer