

Department of Materials Management  
Division of Procurement  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 W. Gude Drive, Suite 3100  
Rockville, Maryland 20850

August 5, 2022

NOTICE TO BIDDERS

The following are follow-up questions and responses  
from the pre-proposal conference regarding  
RFP No 4949.1, Benefit Carrier Enrollment Data Exchange Solution

Item 1: QUESTIONS & ANSWERS, Question #4:

**Original Question:** In section 4 on page 1, the Employee count is described as 24,589; some of the feeds listed in Table 2 show 60K+ as the Employee count. Does the "EE count" in Table 2 include dependents? If not please explain the discrepancy in the numbers provided.

**Previous Answer:** The information in page 4 is "About MCPS" based on data published in Fiscal Year 2021. When responding to this RFP, use employee count from "Table 2".

**Updated Answer:** The 60K+ includes active employees, retirees, and their dependents.

Item 2: QUESTIONS & ANSWERS, Question #5:

**Original Questions:** Interface for "Medical and Dependent FSA Annual Election Data" is shown as "Inbound" - is this correct? If so, who is the submitter of the data?

**Previous Answer:** Benefit Strategies

**Updated Answer:** These are outbound files. MCPS sends these files to Benefit Strategies for medical and dependent FSA annual election and for the biweekly deductions as indicated in the RFP.

Reference #11 below, from ATT\_09\_Interfaces.xlsx, indicated "Inbound". It should be "Outbound".

Original row 27 in ATT\_09\_Interfaces.xlsx:

11	Benefit Strategies	Medical and Dependent FSA Annual Election File	Inbound
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Revised row 27 in ATT\_09\_Interfaces.xlsx:

11	Benefit Strategies	Medical and Dependent FSA Annual Election File	Outbound

**Item 3: QUESTIONS & ANSWERS, Question # 9**

**Original Question:** Is Infor (Lawson) currently being used for any benefits administration services

**Original Answer:** No  
**Updated Answer:** Yes

**Additional questions/items raised during the pre-proposal conference on 8/1/2022**

**Item #1:** Clarification regarding the “deliverables expectations”

**Answer:** The implementation services related to this project are based on fixed fee, deliverable based services. The Deliverable Expectation Document (DED) form is used to describe the deliverable or milestone that will be submitted for payment. The description of the deliverable should be clear since it will be included in the contract and referenced during implementation. Submitting an outline of a deliverable is sufficient.

**Item #2:** Clarification regarding the “Functional/Enhancement - Attachments 8 & 10”

**Answer:** MCPS would like Proposers to indicate what “enhancements” they are proposing for the project. The need for an enhancement should be identified first on Attachment 8 (Functional Requirements) or Attachment 9 (Interfaces) and then described in Attachment 10 (Enhancements).

  
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Julie E. Johnson, Buyer II, Procurement Unit

Please indicate your acceptance of this notice by signing below and returning with your RFP or under separate cover.

Accepted:

\_\_\_\_\_  
Name and Title

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

JEJ  
Copy to: RFP File