



Governor's Office of Employee Relations

ANDREW M. CUOMO
Governor

MICHAEL N. VOLFORTE
Director

June 2, 2021

Dear Potential Bidder:

The Governor's Office of Employee Relations is soliciting proposals from qualified contractors to secure the services of a Third Party Administrator (TPA) who can assist the New York State Governor's Office of Employee Relations (GOER) by providing full administrative services to successfully operate the NYS Flex Spending Account (FSA), a flexible spending account plan for health care, dependent care, and adoption expenses authorized by the Internal Revenue Code Sections 125 and 129. Prior experience providing full FSA TPA services to clients with a minimum of 100,000 employees in multi-site locations is a mandatory requirement for bidders.

The term of the contract will be defined in the Contract Agreement but is anticipated to begin on January 1, 2022. The RFP proposal requirements and guidelines are available through GOER's website at <https://goer.ny.gov/request-proposals-third-party-administration-nys-flex-spending-account>.

Written questions regarding the RFP will be accepted until 5:00 p.m. ET June 15, 2021. Answers to all questions received by this date will be posted on the agency website at <https://goer.ny.gov/request-proposals-third-party-administration-nys-flex-spending-account> no later than June 18, 2021. A bidder's conference will not be held. A bid review committee will evaluate all bids submitted in response to this RFP that are received by 4:00 p.m. ET on July 29, 2021. An intent to bid form will not be required. We anticipate the selected vendor will be notified of GOER's intent to award in October 2021.

Should you decide not to submit a proposal, we would greatly appreciate a brief written explanation of your reasons. Please forward this information to Lisa Todd at lisa.todd@goer.ny.gov and Kasey Currier at kasey.currier@goer.ny.gov. We are required to provide these explanations to the Office of the State Comptroller as part of the competitive bid process.

Thank you for your interest in this project.

Sincerely,



Kasey Currier
Program Manager,
Dependent Care Advantage Account

Sincerely,



Lisa Todd
Program Manager,
Health Care Spending Account