



Governor's Office of Employee Relations

ANDREW M. CUOMO
Governor

MICHAEL N. VOLFORTE
Interim Director

June 13, 2016

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) that can provide complete administrative services to successfully operate New York State's Flex Spending Account (FSA), a flexible spending account plan for health care and dependent care expenses and potentially New York State's Pre-Tax Adoption Assistance Program authorized by the Internal Revenue Code Sections 125 and 129 (FSA) and Section 137 (Pre-Tax Adoption). Prior experience providing full FSA TPA services to clients with a minimum of 100,000 in multi-site locations is a mandatory requirement for bidders.

The purpose of the FSA and Pre-Tax Adoption Assistance Programs is to enable eligible state employees to set aside payroll deductions on a pre-tax basis for eligible health care, dependent care, and adoption expenses. There are approximately 225,000 New York State employees potentially eligible to participate in the programs statewide. In addition to Executive Branch employees, the FSA is also offered to employees of the Unified Court System and Legislature, both of which currently participate in the FSA. If a Pre-Tax Adoption Assistance Program is offered at some time during the contract, the selected contractor is expected to implement this portion of the contract within six (6) months of notification by the State.

The term of the contract will be defined in the Contract Agreement, but is anticipated to begin on January 1, 2017. The proposal requirements and guidelines are available through the Governor's Office of Employee Relations website at <http://goer.ny.gov/vendor-info/index.cfm>.

If your organization chooses not to bid, but is aware of an organization(s) that might provide these services, please alert them about this Request for Proposal (RFP) immediately. Your prompt attention is important, since there are several deadlines that require a response.

Questions regarding the RFP will be accepted until 5:00 PM ET June 24, 2016. No telephone inquiries will be accepted. Answers to all questions received by this date will be posted on the agency website at <http://www.goer.ny.gov/vendor-info/index.cfm> no later than July 15, 2016. The written responses will not attribute the questions to specific bidders, thus bidders are assured of anonymity. Prospective bidders may obtain

a hard copy of the questions and answers upon request from the address provided below. A Bidders' Conference will not be held.

Any organization intending to bid should submit a written notice of such intent no later than 5:00 PM ET July 15, 2016 (not mandatory). You may email your notice to Mary Caldwell at Mary.Caldwell@goer.ny.gov or mail via USPS to the address below. If you have difficulty downloading the RFP you may request a hardcopy by contacting Mary Caldwell at Mary.Caldwell@goer.ny.gov or Brandy Snyder at Brandy.Snyder@goer.ny.gov. A bid review committee will evaluate all bids submitted in response to this RFP. All bids must be received by 4:00 PM ET on August 15, 2016. Bidders must:

- Submit seven (7) hard copies of the completed Technical Proposal and one (1) copy on CD ROM in Microsoft Word format. **Do not include any cost information in the Technical Proposal (see next paragraph).**
- Submit three (3) hard copies of the Cost Proposal using the required budget forms and one (1) copy on CD ROM in Microsoft Excel format submitted in a separate sealed envelope from the Technical Proposal and clearly marked Cost Proposal.
- Mark the outside mailing label referencing *Third Party Administration of the NYS Flex Spending Account* and Cost Proposal or Technical Proposal.

We anticipate the selected contractor will be notified of GOER's intent to award in late 2016.

Should you decide not to submit a proposal, we would greatly appreciate a brief written explanation of your reasons that can be emailed to Mary.Caldwell@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.

Please send bids to:
Ms. Mary Caldwell
NYS Work-Life Services – Family Benefits Unit
10B Airline Drive
Albany, NY 12235

Sincerely,



Mary Caldwell
Program Manager,
Dependent Care Advantage Account

Sincerely,



Lisa Todd
Program Manager,
Health Care Spending