



MANATEE COUNTY  
FLORIDA

September 2, 2016

TO: All Interested Proposers

SUBJECT:

Request for Proposal (RFP) 16-2732JE  
Benefit Administration System

ADDENDUM No. 2

The following items are issued to add to, modify and clarify the Request for Proposal document. Proposals are to be submitted on **September 16, 2016 at 3:00 P.M.**, in conformance with the additions and revision listed herein.

**Proposer Note 1: Omitted File Specification / Sample File for current upload**

**A file specification / sample file mentioned in the Response to Question #63 was omitted during upload. The file specification / sample file is hereby attached to this Addendum No. 2 for review.**

1. The RFP states that the Wellness Program is managed outside the benefits administration platform. Please confirm that the requirement is to display, at the time of annual enrollment confirmation, only the total "Health Bucks" earned in the previous year and to display a reduction of the employee share by this "Health Bucks" amount. Also, please confirm that this is a one-time annual enrollment option and not a monthly tracked process. Please provide a file specification/sample file for the current upload. Please confirm that this is an employee-only program and is not tracked for the family members. If it is tracked at a member level is the amount uploaded each year at total of all family members?

**Response: The County expects to display the total for each Healthbuck category and the total along with a display of the premium reduction as a result of the Healthbucks. This is a one-time annual enrollment and not a monthly tracked process. A file specification / sample file for the current upload is attached to this Addendum No. 1. Healthbucks are displayed by each earning family member and the grand total is also displayed for the employee.**

FINANCIAL MANAGEMENT – PURCHASING DIVISION  
1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205  
PHONE: 941.749.3014 \* FAX: 941.749.3034  
[www.mymanatee.org](http://www.mymanatee.org)

Proposals are to be prepared as instructed in this Request for Proposal and shall be received at Manatee County Purchasing Division, Suite 803, 1112 Manatee Avenue West, Bradenton, FL 34205 on or before **3:00 P.M. on September 16, 2016.**

Cordially,



Jacob Erickson  
Contracts Negotiator



Member Type	EMP SSN	Member SSN	Member First Name	Member Last Name	Program Name	Health Bucks	Date of Birth	Agency	Cost Center
Employee	SSN #	SSN #	ROBERT	WAGNER	YWEIGHT	600.00	1/25/1966	AR8	4010010102
Spouse	SSN #	SSN #	ANGELA	WAGNER	YWEIGHT	100.00	10/20/1969	AR8	4010010102