

## Attachment 11 -- Questions and Answers

The following question was submitted in writing by Vendor A. (Answer follows.)

**1. Section 3.2.1. Will the daily file include only employees enrolled in a PEBA HDHP?**

Section 3.11.1 -Maintain a separate account in PEBA's name for the purpose of receiving Participant contributions from employers under this contract. **Question/Clarification:** This approach is not an industry standard approach to handling participant contributions, and we worry this method is destined for delays, errors and employer / plan sponsor / participant confusion and frustration. As such, would PEBA be amenable to considering one of the following proposed methods to manage contributions/fund disbursement?

- We propose that PEBA consolidates the individual participant HSA contribution amounts by participant into a consolidated contribution file that covers the current payroll period. The Contractor will then work with PEBA to convert that into an ACH file that PEBA can use to ACH-push funds from PEBA's accounts to individual participants HSA accounts ; **OR** the Contractor can use the ACH file to perform an ACH pull from that account. In the event that there are regulatory or structural barriers to PEBA distributing the funds directly from their account to individual participant accounts, the Contractor will setup a joint operating account with PEBA for the sole purpose of disbursing PEBA participant HSA Funds. PEBA will be responsible for moving funds via wire or ACH to the account in the exact amount of the contribution file. When funds arrive in the joint operating account, Contractor will process the ACH file to distribute funds from the operating account to the individual participant health savings accounts. ACH rejects (perhaps because a participant account was closed) will be returned to PEBA to process as they would in all such cases. This approach greatly streamlines the overhead, delays and frustrations associated with errors, delays, reconciliations, etc.

**A: Section 3.2.1:** The daily file will only include employees in PEBA's high deductible health plan.

**Section 3.11.1:** Employers will send participant contributions directly to the contractor. Bid as specified in the request for proposals.

**The following question was submitted in writing by Vendor B. (Answer follows.)**

**2. RFP Pages 25 – 26. SECTION 3.10 REPORTING (Section 3.10.1) indicates the following - Contractor shall:**

Provide reports to PEBA concerning participation in and administration of Health Savings Accounts. All data shall be reported on a calendar month basis, and provided to PEBA, at a minimum, with the frequency specified below. Reports should include, at a minimum, the following: A monthly report that reflects administrative fees received by payroll center.

Given PEBA's response to Question 33 (Page 7 Attachment 10) PEBA agrees for the administrative fee to be deducted directly from participants' accounts –

**1. Will the monthly report reflecting administrative fees by payroll center continue to be a required report?**

**A:** The monthly report reflecting administrative fees by payroll center will not be required as all fees will be deducted from the participant's account.

**2. Will the Contractor have the option of determining the method for collection of the monthly administrative fee? For example, may Contract deduct admin fee directly from the participant's account or by invoicing the payroll centers directly for the admin fees withheld from employees' regularly recurring payroll?**

**A:** The Contractor will not have the option of determining the method for collection of the monthly administrative fee. See Amendment 1, Page 22, Section 3.4.4.