

**Addendum #1**  
**RFP – Voluntary Supplemental Benefits, Flexible Spending Account  
management and Administration of Section 125 Plan**

Q: Out of the approximately 600 employees, how many are FSA participants?

A: **Medical FSA – 48, Dependent Care FSA – 7 and Limited Medical FSA - 2**

Q: What is the current Monthly Admin Fee for FSA? Are there any other fees Salem City Schools are paying for FSA?

A: **We do not pay any fees for FSA.**

Q: Where are we to access current plan documentation?

A: **Current benefits are provided on the school division website. Here's a [link](#) to that. It includes access to the employee benefits handbook as well.**

Q: Under RFP Evaluation Criteria, there is a 30-point maximum for Benefit Option – Variety and quality of benefits available. As we are a standalone vision carrier, are we competing for those 30 points against multiple-line carriers (i.e. we offer one line of coverage – not much variety there)?

A: **We have vision coverage for our employees through our medical insurance provider's plan. Any additional vision plans *could* be offered to employees to supplement this, but we don't currently have any of those. We would have to evaluate your stand-alone offering a little differently, you are correct, in that you wouldn't be competing against another vendor that had 20 offerings of voluntary benefits for example. We'd have to take your vision product and compare it to any other vision offerings proposed would be what I'd expect to see.**

Q: To provide the most competitive proposal could you send us a census in excel of your employees with only date of birth, gender and job description if available.

A: **We have that information available and can provide it upon request of the individual bidder. Please email me if you need that.  
[mhall@salem.k12.va.us](mailto:mhall@salem.k12.va.us)**