



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1
REQUESTS FOR PROPOSAL

EMPLOYEE INSURANCE BENEFITS CONSULTING SERVICES - RFP #17-18-01

AMENDMENT #2

The referenced RFP was issued on July 31, 2017. Sealed proposals are due to the Lake Havasu Unified School District #1 on August 25, 2017, at 2:00 p.m., Arizona time. Amendment #2 is being issued to provide answers to questions that have been submitted to the Lake Havasu Unified School District #1. Please note that questions are written in black and answers to the questions are written in the color blue.

The amendment will be issued to all offerors listed on the District's bidders list, as was the original RFP, and will also be posted on the Lake Havasu Unified School District #1 website www.havasuk12.az.us.

All other requirements of this RFP remain the same. The due date and time of the RFP also remain unchanged.

If you have any questions, please feel free to call the Business Office of Lake Havasu Unified School District #1 at 928-505-6936.

Date Issued: August 14, 2017

Issued by: Michael Murray, Director of Business Services

1. Under scope of work, page 21, subsection h. "The Consultant shall provide or arrange access to an electronic benefits plan management system that allows District employees to register for insurance via an on-line portal, as well as include the capability for all relevant standard HIPAA electronic data interface (EDI) formats. System will also allow for customized EDI formats in order to more efficiently work with specific Insurance Carrier systems".

Are you asking that the consultant provide this access as part of their consulting fees or are you suggesting that the consultant can arrange access to an electronic system that does what the balance of the provision asks for, at either the Trust and/or district expense?

Referencing Amendment 1, Question 2, the answer given was "At this time, Lake Havasu Unified School District #1 employees fill out hard copy forms to enroll for benefits. The information is then entered, electronically, by employees in the District's payroll department and transmitted to the third party administrator, Gilsbar, and to the current vision, dental and life insurance vendors, as applicable. There are plans to enable on-line enrollment in the near future."

The cost for an electronic benefits plan management system, as described in the scope of work, would be covered by the Lake Havasu Unified School District #1 or the Lake Havasu Unified School District #1 Employee Benefit Trust. The consultant would not be expected to provide the access as part of their consulting fees, but would be asked to either generate proposals for such a system or work with District employees to create such a system, utilizing the financial software used by the District's Human Resources and Payroll departments.