

**ADDENDUM 001**  
**Affordable Care Act Reporting Service**  
**Request for Informal Quotation 4-151009LT**

Offerors should acknowledge receipt of Addendum 001 (ONE) by **signing** and **including it** with the original quote in response to the RFQ. The due date for receipt of quotes remains unchanged at **10/09/2015 @ 2:00PM**, local time, by this Addendum. The below questions and answers, changes, and clarifications, are believed to be of general interest to all potential Offerors and shall be included as mandatory requirements for this solicitation. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority  Name: Lori Tackett Title: General Services Specialist
Contractor/Offeror Signature  <hr/> (Signature of person authorized to sign)	Department of Transportation  <i>Lori Tackett</i> <hr/> (Authorizing Signature)
Date Signed:	Date Signed: 10-07-2015

The following questions were received and the responses are noted.

**QUESTION 1:** How many FEIN's will we be working with if we do business with the MoDOT?

**RESPONSE:** One.

**QUESTION 2:** How many different groups would we be working with?

**RESPONSE:** Active, Retire, Long-term disability, Work-related disability, Survivors.

**QUESTION 3:** Do any of these groups consist of teachers?

**RESPONSE:** Only if they are dependents under a subscriber.



**QUESTION 4:** Are these groups all on the same payroll schedule?  
**RESPONSE:** Actives have two pay periods per month; all others have one pay period per month.

**QUESTION 5:** How many are salary and how many hourly?  
**RESPONSE:** 99 percent salary.

**QUESTION 6:** Are these groups all on the same payroll schedule?  
**RESPONSE:** Same question as #4.

**QUESTION 7:** Do you break down MoDOT payroll records and HR records by department?  
**RESPONSE:** Yes.

**QUESTION 8:** Would the MoDOT be able to provide us one (1) payroll file and one (1) HR file or would this information come from multiple systems?  
**RESPONSE:** Would depend on the information requested.

**QUESTION 9:** What Safe Harbor method is the MoDOT currently using to track affordability?  
**RESPONSE:** We are not interested in a safe harbor to track affordability.

**QUESTION 10:** Does the MoDOT offer a minimum essential coverage plan, a minimum value plan or both to its employees?  
**RESPONSE:** Minimal essential coverage plan.

**QUESTION 11:** Are the MoDOT's benefits plans calendar year or non-calendar year?  
**RESPONSE:** Calendar year.

**QUESTION 12:** Would you please describe the MoDOT's current benefits offering process (electronic/paper)?  
**RESPONSE:** Paper.

**QUESTION 13:** How does MoDOT track the day the offer was made currently, and who is enrolled?  
**RESPONSE:** All tracked through our employer portal.

**QUESTION 14:** Does the MoDOT have different waiting/tracking periods for benefits offerings based on different groups?  
**RESPONSE:** No.

**QUESTION 15:** When is the MoDOT's Open Enrollment (once a year, monthly, i.e.)?  
**RESPONSE:** Every other year.

**QUESTION 16:** Does your insurance provider provide a report with everyone who is/was covered under the plan (monthly/quarterly/yearly)?  
**RESPONSE:** We pull this report from our own system.

**QUESTION 17:** Who administers (tracks changes) such as opt outs and dependents coverage add on /opt outs?

**RESPONSE:** Employee Benefits staff.

**QUESTION 18:** Does the MoDOT currently use a monthly measurement or lookback measurement period for tracking?

**RESPONSE:** Lookback.

**QUESTION 19:** Does the MoDOT currently offer Cobra? a. If yes, does the MoDOT administer Cobra or does a third party?

**RESPONSE:** Yes. MoDOT.

**QUESTION 20:** How does MoDOT currently track all hours of service aside from regular payroll hours (FMLA, Disability, Unpaid time off, Jury Duty etc...)?

**RESPONSE:** All tracked through our employer portal.

**QUESTION 21:** Is MoDOT planning to automate the transferring of the files via SFTP? If not would they be willing to use a different but equally secure method for securely transferring the files?

**RESPONSE:** Prefer to use SFTP for file transfer.