Amendment 1

for

Requests for Proposals

For Third Party Administrative Services for the

State of Wisconsin

**ETE0002 – Third Party Administration for Employee Reimbursement Accounts (ERA) and Commuter Benefits**

And

**ETE0003 – Third Party Administration for Health Savings Accounts (HSA) and Limited Flexible Spending Accounts (LFSA)**

Issued by the State of Wisconsin Department of Employee Trust Funds

On behalf of the Employee Trust Funds Board

Release Date: April 21, 2014

# Amendment 1

## Additions

### Item #1 – Appendix F, Page 66

Under **Part 1.0 Employee Reimbursement Accounts Program** in Appendix F on Page 66 Add the following:

1.4 Any additional “Elective Services Proposed by Vendor” can be added to *TAB4 Elective Services ETE0002* if more space is needed.

### Item #2 – Appendix F, Page 66

Under **Part 2.0 Commuter Benefits Program (CB)** in Appendix F on Page 66

Add the following:

2.4 Any additional “Elective Services Proposed by Vendor” can be added to *TAB4 Elective Services ETE0002* if more space is needed.

### Item #3 – Appendix F, Page 67

Under **Part 3.0 Health Savings Account Program (HSA)** in Appendix F on Page 67 Add the following:

3.5 Any additional “Elective Services Proposed by Vendor” can be added to *TAB5 Elective Services ETE0003* if more space is needed.

### Item #4 – Appendix F, Page 68

Under **Part 4.0 Limited Flexible Spending Account (LFSA)** in Appendix F on Page 68 Add the following:

4.5 Any additional “Elective Services Proposed by Vendor” can be added to *TAB5 Elective Services ETE0003* if more space is needed.

### Item #5 – 1.3.3 Submitting the Proposal, Page 8

 Under Tab 1 – TRANSMITTAL LETTER, Add the following:

1. A statement indicating acknowledgement of Amendment 1 including the date of Amendment 1.

## Deletions

### Item #6 – 3.2.3 Claims Processing Services, Page 19

Delete “Section 223”

### Item #7 – 3.2.8 Financial Management [ETE0003 only], Page 19

Delete **[ETE0003 only]** from the heading. This section applies to both ETE0002 and ETE0003.

## Changes

### Item #8 – 3.1.2 Account Management and Tools, Page 16

Change **ETE0002 only** to **ETE0003 only** under subsection 6.

### Item #9 – Appendix F, Extranet Page

**Cost Proposal (Appendix F).xlsx** has been changed to **Cost Proposal (Appendix F) Amendment 1.xlsx**

### Item #10 – Appendix F, Page 65

**Cost Proposal (Appendix F).xlsx** has been changed to **Cost Proposal (Appendix F) Amendment 1.xlsx**

### Item #11 – 4.3.4 Communication and Enrollment, Page 41

Change “*Approximately 80,000 HSA Program Reference Guides, summarizing the program and benefits, would need to be printed each fall.*”

To the following: “*Approximately 5,000 HSA Program Reference Guides, summarizing the program and benefits, would need to be printed each fall.*”