February 8, 2012

ADDENDUM #1 to the University of Florida Invitation to Negotiate ITN12CW-134 Benefits Administration Services for Voluntary Benefit Programs scheduled to open February 20, 2012 at 3:00 PM/ET at the University of Florida, Elmore Hall Conference Room, Radio Road, Gainesville, Florida.

This addendum consists of:
- Questions asked at the Mandatory Pre-Proposal meeting held January 30, 2012 at 11:00 AM in Elmore Hall at the University of Florida
- Questions presented in writing after the Mandatory Pre-proposal and prior to the deadline of February 3, 2012 at 5:00 PM
- Attachment H – Employee by county December 2011 – excel format
- Attachment I – Yearly Counts_Premiums

This addendum shall be considered part of the Contract Documents for the above mentioned ITN12CW-134 as though it had been issued at the same time and incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original document, this addendum shall govern and take precedence. All other terms, conditions, and regulations will apply.

Sincerely,

Carolyn T. Wimmer
Purchasing Coordinator

Please acknowledge receipt of Addendum #1 by signing below, and returning this addendum with your proposal. Failure to include addendum with your proposal may result in rejection.

__________________________  ____________________________
Signature                          Company Name

__________________________  ____________________________
Company Address                          City/State/Zip

The Foundation for The Gator Nation
An Equal Opportunity Institution
Q. 1.1 Summary: Is it the intention of UF, if the pending legislation is approved, to stop future (2013) enrollment participation in the State of Florida voluntary plans, and leave existing policies in place?
A. If legislative approval is granted then the state plans will end December 31, 2012. For any insurance product we decide to offer, the plan is to seek the best, most affordable plan for employees and UF regardless whether it is an existing plan or not.

Q. If this is the case, will ongoing benefit administration for existing State of Florida voluntary benefit enrollees be coordinated through the State of Florida Division of HR or UF?
A. UF

Q. Will ongoing payroll deductions be handled by UF or the State?
A. UF

Q. Will deduction mode (pay as you go) change for existing State voluntary participants, as well as, UF voluntary participants?
A. We intend to move plans that are pay in advance to a pay as you go mode.

Q. Will UF offer enrollment for only UF voluntary benefit plans going forward? (2013)
A. Yes, if legislative approval is not received.

Q. Is your current FSA, HSA, Cobra and or retiree benefit administration done by UF, the State of Florida or an outside vendor?
A. Primarily State of Florida; for UF’s domestic partner health insurance, Ceridian administers COBRA.

Q. 1.2 Scope of Work: How will web based self enrollment participants be providing verification of dependent eligibility?
A. This is something we are looking for in each company’s proposal.

Q. What documentation will employees need to provide to benefit councilors for verification?
A. Documentation to verify eligibility includes marriage certificates, birth certificates and signed affidavits (domestic partner).

Q. Will the Administrator be named agent on any existing UF voluntary products the University chooses to continue to offer?
A. For any insurance product we decide to offer, the plan is to seek the best, most affordable plan for employees and UF regardless whether it is an existing plan or not. If an existing plan does continue, the named agent will need to be resolved between all parties.

Q. Can you provide the number of UF employees by county?
A. Attachment H
Q. In attachment E, number 2, can you explain what myUFL system mentioned pertains to?
A. It is UF’s financial and human resources management system.

Q. In attachment C, number 6 and 7. Can you elaborate on how these apply to voluntary benefit enrollment, and administration? They seem to be more oriented to claims payment for the Core Group Health coverage. What are we missing?
A. #6 and 7 are health insurance oriented and can be disregarded.

Q. Can you tell us how many retiree participants we will be billing?
A. No. Currently we do not administer any benefits for retirees. They are allowed to continue the state health and life insurance which is administered through the State’s contract with People First.

Q. Reference: pg. 6, 1st bullet Implementation:
Please provide the approximate numbers of current participants in COBRA and Retiree benefits by populating the table below. If not applicable to a specific coverage listed, please so indicate. If any benefits are missing, please add accordingly.
A. Currently we do not administer any benefits for COBRA participants or retirees.
Administration for these two groups is through the State’s contract with People First.

<table>
<thead>
<tr>
<th></th>
<th>#of COBRA Participants</th>
<th># of Retirees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>Group Life</td>
<td>n/a</td>
<td>Unknown</td>
</tr>
<tr>
<td>Cancer</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Hospital Expense</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Long Term Care</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Vision</td>
<td>Unknown</td>
<td>n/a</td>
</tr>
<tr>
<td>Dental</td>
<td>Unknown</td>
<td>n/a</td>
</tr>
<tr>
<td>Healthcare FSA</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>HSA</td>
<td>n/a</td>
<td>n/a</td>
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</tbody>
</table>

Q. Reference: pg. 15, XI, COBRA and Retiree Benefits:
Please provide data concerning current COBRA and Retiree activities on a monthly or annual basis, including:

a. Average number of employees retiring annually?
   A. Approximately 250 annually.

b. Average number of Qualifying Event notices sent to COBRA eligible employees on a monthly or annual basis?
   A. Unknown since this is currently administered through the State of Florida’s People First contract.
c. Average number of new hires on an annual basis, and whether new hire COBRA notices are "in scope" for this solicitation?

A. Yes new hire COBRA notices are in scope for this ITN. For 2011 the number of new hires was approximately 2,300.

Q. Reference: Attachment C, questions 6 and 7:
Please clarify for questions 6 & 7 if you expect the respondent to provide claims payment services to the health care providers?

A. #6 and 7 are health insurance oriented and can be disregarded.

Q. Reference: pg. 10, COBRA and Retirement Benefits:
There is no Scope of Work specified. Please confirm that Proposers are expected to submit proposals which include their standard services for COBRA and Retiree administration?

A. Yes, proposals should contain this information.

Q. Who currently provides the enrollment and administration services requested in the RFP?
   • Onsite Enrollment –
     A. Insurance providers and UF’s Human Resource Services
   • Voluntary Benefit Premium Administration –
     A. State of Florida’s People First for state sponsored plans; For UF plans it is Human Resource Services
   • COBRA Administration –
     A. Primarily State of Florida; for UF’s domestic partner health insurance, Ceridian administers COBRA.
   • Flexible Spending Administration –
     A. State of Florida’s People First

Q. What insurance carrier(s) currently provide the benefit programs identified in Section 1.1
A. http://www.hr.ufl.edu/benefits/default.asp; A census on enrollees and premiums is being provided. However this ITN is to select a voluntary benefits administrator which will also provide broker services. Providing quotes on specific insurance products is not within the scope of this ITN.

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Insurance Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Life</td>
<td></td>
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<tr>
<td>Term Life</td>
<td></td>
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<tr>
<td>Long Term Disability</td>
<td></td>
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<tr>
<td>Long Term Care</td>
<td></td>
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<tr>
<td>Personal Accident</td>
<td></td>
</tr>
<tr>
<td>Auto Insurance</td>
<td></td>
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</table>

Benefit Enrollment Related

Q. Is participation in the Annual Open Enrollment process Mandatory or Passive?

A. Generally it is passive but with the upcoming changes a mandatory open enrollment will likely be held this year.
On-Site Enrollment Services Related
Q. Will Benefit Counselors have access to University Facilities to provide services to employees?
   A. Yes.

Q. Does the University want Benefit Counselors available for Group Presentations during the Open Enrollment Period?
   A. Yes.

Administration Related
Q. Does the University intend to pay premium and deductions to the Administrator via Wire Transfer?
   A. Yes.

Q. Will payments occur concurrently to the regular payroll cycle?
   A. Yes.

Q. The RFP states there may be additional benefits administration services required – can you clarify the scope of those potential additional requirements?
   A. We are looking at the state side and the current voluntary ones we offer right now. We may be open to adding additional benefits to employees that we currently don’t offer so that could potentially be part of what we offer as well.

Q. Also referring to 1.1 that states: Pending legislative approval from the State of Florida, the following additional benefits administration services may also be required.
   A. We are pursuing legislation to move off the state platform, if that legislation passes then we will also lose our opportunity to participate in the voluntary benefits programs with the state so we would be taking up those ourselves.

Q. Would that include Health Insurance?
   A. What we are looking for if we break away from the state of Florida insurance platform, the health plan will be done by the University of Florida as a self-insured plan. We are looking for the voluntary benefits manager to handle the enrollment aspect of that plan but none of the administration of the health insurance plan. For all the voluntary benefits we would be looking for enrollment and all the other administration as well as the brokering services to help us identify different benefits programs that are similar to the State of Florida voluntary benefits.