



ADDENDUM#1

February 4, 2025

PROPOSAL NUMBER: UCA-25-043
OPENING DATE: February 18, 2025
OPENING TIME: 9:00 a.m.
PROJECT: Section 125 & COBRA Administration Services

This addendum forms a part of the contract documents and modifies or interprets the proposal documents, as noted below.

Attachment 3 – Official Cost Proposal

Change: See attached revised cost proposal sheet

If you have any questions concerning this addendum, please contact me via email at meghanp@uca.edu.

Cordially,

A handwritten signature in black ink that reads "Meghan Cowan".

Meghan Cowan
Assistant Director of Procurement

Attachment #3-UCA Section 125 & COBRA Administration Services Cost Proposal

Service Categories	Monthly Fees*
1. Health Savings Account (250 employees)**	\$ _____
2. Flexible Spending Account (215 employees)	\$ _____
3. Limited Purpose Flexible Spending Account (10 employees)	\$ _____
4. Dependent Care Account (35 employees)	\$ _____
5. Sec. 125 Grand Total	\$ _____
6. COBRA (1375 employees)	\$ _____
7. COBRA Grand Total	\$ _____
8. Training Sessions	\$ _____
9. Other Services (not identified above)	\$ _____

Guaranteed Rate Period: _____ (years)

*All fees should be clearly described as to payment basis per employee monthly, fixed charge.

**Employee population used for cost proposal analysis purposes. Number of actual employees may vary.

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Main Contact Name for RFP (Type or Print): _____

Email: _____

FAILURE TO PROVIDE A TAXPAYER IDENTIFICATION NUMBER MAY RESULT IN BID REJECTION:

_____ Federal Employer Identification Number or Social Security Number

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Offeror, and that the contents of this bid have not been communicated to any other Offeror or any employee of University of Central Arkansas prior to the official review of this bid. **THE BID MUST BE SIGNED. UNSIGNED BIDS WILL NOT BE CONSIDERED.**

Signature of Authorized Official: _____

NOTE:

1. Any cost not identified by the bidder but subsequently incurred in order to achieve successful operation of the equipment/service will be borne by the vendor.
2. The fees will include the services and requirements described in this request for proposals. **COST PROPOSAL MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE.**

3. All charges associated with the work to be performed shall be included on this Official Cost Proposal Sheet and shall be valid for 90 days following the proposal opening.
4. Failure to use the Cost Proposal Sheet may result in disqualification of proposal.
5. UCA reserves the right to accept, reject or negotiate any such proposal.