



State of Wisconsin
Department of Employee Trust Funds
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Correspondence Memorandum

Date: June 8, 2016
To: Employee Trust Funds Board
From: Jessica Rossner, Program Manager–Employee Reimbursement Accounts
Office of Strategic Health Policy
Subject: Employee Reimbursement Accounts (ERA), Commuter Benefit, Limited Flexible Spending Account, Health Savings Account (HSA) Programs Issue Request for Information (RFI)

This memo is for informational purposes only. No Board action is required.

Background

The Employee Reimbursement Accounts Program (ERA), Commuter Benefit, Limited Flexible Spending Account (LSPFA), Health Savings Account (HSA) Programs are benefit options authorized under Section 125 of the federal Internal Revenue Code and Wis. Stats. §40.85-40.875. The third-party administrator of these programs is Total Administrative Services Corporation (TASC). The current contract term with TASC runs through December 31, 2017, with an option to extend the contract two additional one-year periods.

Issue Request for Information

ETF staff will be issuing a Request for Information (RFI) as a tool to gain familiarity of the current market capabilities in the administration of the ERA, Commuter Benefit, LSPFA and HSA programs, and to evaluate any costs or benefits associated with rebidding this contract.

Staff's specific objectives in conducting this RFI are to:

- Obtain information in a formal, structured and comparable way;
- Identify opportunities to improve efficiency in the administration of the ERA; Commuter Benefit, LSPFA, HSA programs; and
- Gain knowledge regarding advanced market capabilities, improved administrative structures, and innovative strategies through the use of new system technologies that may be available.

Issuing an RFI will aid in the contract renewal decision making process and clarify the competitive requirements to construct a well-structured Request for Proposal (RFP). Also, the RFI will potentially prepare interested parties for participation in future solicitations.

Staff will be available at the Board meeting to answer any questions.

Reviewed and approved by Lisa Ellinger, Director
Office of Strategic Health Policy

Electronically Signed 6/9/16

Board	Mtg Date	Item #
ETF	6.23.16	5D