DATE: April 20, 2018

TO: All Prospective Proposers

FROM: James Adelman, Assistant Director
Goods and Services
James.Adelman@umuc.edu
Telephone: 301-985-7118

Rachel Cruse, Senior Buyer
Goods and Services
Rachel.Cruse@umuc.edu
Telephone: 301-985-7258

RE: Solicitation# 91615 Family and Medical Leave Act
(FMLA) Administration Services
Questions and Responses #1

This List of Questions and Responses #1 is being issued to clarify certain information contained in the
above named RFP. The statements and interpretations of contract requirements, which are stated in the
following questions of potential Offerors, are not binding on UMUC unless UMUC expressly amends
the RFP. Nothing in UMUC’s responses to these questions is to be construed as an agreement to or
acceptance by UMUC of any statement or interpretation on the part of the vendor asking the question as
to what the contract does or does not require.

Please note that many vendors submitted questions that were significantly similar or requested the same
information. Duplicate questions of this type are not repeated in this Q&A. Therefore, a vendor many
not see its questions reproduced here exactly. Please read through all the Q&As carefully before
resubmitting a question. Thank you.
1. **QUESTION:** The RFP requests pricing for Worker’s Compensation (WC) and the Family and Medical Leave Act (FMLA). We do not offer WC administration but do administer FMLA concurrently with Worker’s Compensation. We manage only the FMLA component and do not make any determinations on FMLA. Is a requirement of the RFP that the responding vendors administer Worker’s Compensation?

**RESPONSE:** The vendor is not required to “administer” WC, but simply coordinate with UMUC and be able to identify an FML approved claim as WC-FMLA. UMUC runs WC claims concurrently with FMLA and would provide weekly reports to the vendor.

2. **QUESTION:** Subcontractors: Our company does at times subcontract certain aspects of the leave administration. No client facing roles are subcontracted. Does the use of subcontractors eliminate our company from consideration?

**RESPONSE:** No, the use of subcontractors does not eliminate your company from consideration. See RFP Appendix C, Clause 11.5, and Appendix S, Clauses 1 and 19.

3. **QUESTION:** Please provide current leave policies

**RESPONSE:** A copy of UMUC’s Policy on Family and Medical Leave for Staff and Faculty Employees has been provided under separate cover.

**QUESTION:** Will you provide additional demographic data:

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<tr>
<th>Age Band</th>
<th># Females</th>
<th># Males</th>
<th>Total</th>
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<tr>
<td>&lt; 25</td>
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1. **FMLA employees by state**

<table>
<thead>
<tr>
<th>State</th>
<th># FMLA Covered Employees</th>
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RFP 91615 - Questions & Responses #1 dated 04/20/2018
Page 2 of 3
RESPONSE: Our average age is around 45, and though we have employees in all 50 states, the great majority of the FML-covered employees are in Maryland-DC-Virginia.

4. QUESTION: Whether companies from Outside USA can apply for this?

RESPONSE: Yes, domestic and foreign corporations, as defined by the Maryland Corporations and Associations Article may submit proposals in response to the RFP. See RFP, Bid Proposal Affidavit, Section L on page 26.

5. QUESTION: Are vendors required to attend meetings in person at UMUC headquarters?

RESPONSE: The annual meeting is intended to be in person. For other meetings, teleconferencing could be an option.

6. QUESTION: Can FMLA Services be performed outside the US?

RESPONSE: This would be very difficult as there can be a significant time zone issue with phone calls made and received from employees and their health care providers. It is not an arrangement that we prefer. We expect personalized attention to our employees.

7. QUESTION: Can the proposals be submitted via email?

RESPONSE: Yes, proposals may be submitted either via email or regular mail. See RFP Section 1.6.1.