## ATTACHMENT A

SOLICITATION NO. 0900000545

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

PURPOSE

The Contract is awarded on behalf of the Employees Benefits Department Human Capital Management (EBD HCM) for a Third Party Administrator (TPA) who can provide complete administrative and claims services for all types of Flexible Spending Accounts (FSA).

CURRENT ENVIRONMENT

Currently 31% or approximately 10,266 state employees are enrolled in flexible spending.

The State of Oklahoma has multiple pay cycles including a monthly anticipatory payroll and biweekly lag payroll. With the exception of one agency, all monthly pay dates are the last working day of each month. The monthly pay date for the remaining agency is the 16th of each month. For our biweekly payrolls, we have 26 pay periods; however, benefits and FSA contributions are deducted from 24 pay periods (two times each month except for two months in which benefits and FSA contributions are not deducted on the 3rd pay period).

# cONTRACT TERM AND RENEWAL OPTIONS

The initial Contract term shall begin on 01/01/2023 and shall extend through one (1) year ending 12/31/2023. By mutual consent of the parties hereto, it is intended that there shall be four (4) options to renew, subject to the terms and conditions set forth herein, each for duration of one (1) year.

# Specifications

Certain Contract requirements and terms are attached hereto as Exhibit 1 and incorporated herein.