



DETROIT METRO • WILLOW RUN
WAYNE COUNTY AIRPORT AUTHORITY

**REQUEST FOR PROPOSALS
FOR
Health Care and Dependent
Care Flexible Spending Account Administration
SOLICITATION NO. 240633**

Action	Date	Time
Issue Date	6/4/24	
Pre-Proposal Question Deadline (purchasing.questions@wcaa.us) Reference RFP #240633 in all emails	6/13/24	2:00 PM
Proposal Deadline	6/28/24	2:00 PM
Board Date**	9/18/24	

**Anticipated dates. Subject to change.

Proposal Submittal Location: <https://www.bidnetdirect.com/mitn/wayne-county-airport-authority>

Registration and Submittal technical assistance: 1-800-835-4603

Monday – Friday, 8:00 am – 7:30 pm (Eastern Time)

Free and paid subscription registration options available

Procurement Contact: Darwin Hadley, Solicitation Manager
Phone: (734) 247-7900, Fax: (734) 955-5648
purchasing.questions@wcaa.us

All questions regarding this RFP must be submitted to the Procurement Contact at the above number and email address. Contact concerning this RFP with any other employee, officer or Board Member of the Airport Authority is not permitted during the solicitation process.

DESCRIPTION: Proposals are being solicited for Proposers to provide Health Care and Dependent Care Flexible Spending Account administration for the annual enrollment periods for the Wayne County Airport Authority (Airport Authority). The contract will be for a term of three (3) years.

It is the Proposer’s responsibility obtain and view all solicitation documents and addenda issued by the Wayne County Airport Authority (Airport Authority) for this RFP.

This RFP, all attachments and addenda are available via the Michigan Intergovernmental Trade Network (MITN) website at <https://www.bidnetdirect.com/mitn/wayne-county-airport-authority>, which is also where all Proposals must be uploaded and submitted through. Free and paid subscription registration options available. The documents may also be accessed via the Wayne County Airport Authority website at: http://apps.metroairport.com/dtw_procurements_app/solicitations.aspx?mode=open, and then clicking on the desired solicitation name.