

CHATHAM COUNTY PURCHASING DEPARTMENT

ADDENDUM NO. 1 TO RFP 16-0044-7

FOR: Annual Contract for Employee Benefit Consultant

PLEASE SEE THE FOLLOWING ADDITIONS, CLARIFICATIONS AND/OR CHANGES:

1. **Question:** Why is Chatham County putting this work out to bid via an RFP process?
Response: The current contract expires in 2016. The County's procurement procedures require a competitive bidding process for contracts above a specified dollar amount.
2. **Question:** Who currently provides the County with employee benefit consulting services?
Response: The County's current employee benefits consultant is Aon Hewitt.
3. **Question:** How long has the current consultant been providing this service?
Response: The current consultant has been providing service since 2010.
4. **Question:** Does the current consultant provide the same scope of services that are included in this RFP? If not, what was added/changed?
Response: The scope of services is essentially the same. The current provider also provided extensive consultation services to the County regarding the implementation of the Employee Health Center that opened in 2014, which will not be a part of this contract.
5. **Question:** Who is the current prescription benefit manager? When does that contract expire?
Response: The PBM is with Blue Cross Blue Shield of Georgia. This is an annual contract that renews on July 1 each year.
6. **Question:** Who is the current dental network through, if applicable? When does that contract expire?
Response: United Concordia provides dental coverage. The contract automatically renews annually and does not have an expiration date.
7. **Question:** Who is the current vision network through, if applicable? When does that contract expire?

- Response:** Vision coverage is provided through Blue Cross Blue Shield of Georgia through a contract that renews on July 1 each year.
8. **Question:** Who is the current life and AD&D insurer? When does that contract expire?
- Response:** Life insurance is provided through MetLife. The contract renews automatically annually and does not have an expiration date. The AD&D insurer is Zurich. The contract renews automatically annually and does not have an expiration date.
9. **Question:** Who is the current stop-loss insurer? What is the attachment point? When does that contract expire?
- Response:** Individual stop-loss coverage is provided through Blue Cross Blue Shield of Georgia through a contract that renews on July 1 each year. The attachment point is \$175,000.
10. **Question:** Has the County had any performance issues with the current carriers/vendors?
- Response:** Yes, the County has had performance issues with the current carriers/vendors.
11. **Question:** Which, if any, vendor arrangements are anticipated to be put into a competitive bidding arrangement during the proposed consulting services agreement period?
- Response:** That has not been determined.
12. **Question:** Does the County have an actuary who performs the annual OPEB valuation?
- Response:** Yes, the County has an actuary who performs the annual OPEB valuation.
13. **Question:** Are the current services provided via a fixed fee arrangement, on a time-and-expense basis, or on a commission schedule?
- Response:** Current services are provided via a fixed fee arrangement.
14. **Question:** If services are provided via a fixed fee arrangement, what is the most recent fee arrangement?
- Response:** The current contract is \$180,000 annually.
15. **Question:** If services are provided on a time-and-expense basis, what are the current hourly rates? What were the total fees charged in 2015?
- Response:** Not applicable.
16. **Question:** Are the voluntary insurance products offered through the existing consultant? Is there a commission schedule on those products?

- Response:** There are no voluntary insurance products offered through the existing consultant.
17. **Question:** If services are provided on a commission schedule, what is the schedule? How much was paid to the consultant in 2015?
Response: Services are not provided on a commission schedule.
18. **Question:** What were the fees paid for the “in scope” and “out of scope” items for 2013, 2014 and 2015?
Response: This is a fixed fee contract at a fee of \$180,000 per year.
19. **Question:** Approximately how many meetings per year has the attendance of the consultant been requested?
Response: There are frequent, ongoing interactions with the consultant by telephone. There are approximately 2 – 3 in person meetings per year. Consultants participate by phone in conferences with other vendors.
20. **Question:** Traditionally, has the attendance of the consultant been requested during the open enrollment period?
Response: The attendance of the consultant has not been requested during the open enrollment period.
21. **Question:** Are all meeting attendances expected to be in-person, or are telephonic opportunities available?
Response: See response to question 19.
22. **Question:** Can the County provide a copy of the deliverables produced in the last fiscal year for employee benefit consulting services?
Response: The County is unable to provide that information.
23. **Question:** Ref. Section 4.5.4 - is the County looking for a statement regarding MWBE participation?
Response: See response to question 26.
24. **Question:** Are we able to include supplemental documents (appendix) to support each section?
Response: Sections should be addressed in a clear and concise manner within that section of the consultant’s proposal.
25. **Question:** What is the time frame for making a final decision?
Response: All proposals will be received, evaluated, interviews will be conducted, if deemed necessary, and then a recommendation made to the Board. A final

decision estimate is mid to late June.

26. **Question:** Ref. Section 2.18 and Section 4.5.4 Minority – Women Business - Can the County provide some clarity on your intent with regard to MWBE firms and their participation in our work?

Response: Section 2.18 states, “ it is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in the contracting and procurement programs.” Where there are sub-contracting or sub consulting opportunities the Commissioners strongly encourages proposers to utilize local certified MWBE. If your firm is owned by a minority or a female please indicate that in your proposal. In addition, “bidders/proposers are requested to include in their proposals a narrative describing their past accomplishment (in this area) and their intended actions in this area. Now, in the event of and “if bidders/proposers are considering minority or women owned enterprise participation in their proposal”, clearly define their roles and the percentage of their utilization when addressing the scope of work in your proposal. Proposers may also provide their company’s employees’ demographic information regarding their company’s commitment to equal opportunity. Tell us your history.

Section 4.5.4. The MWBE Coordinator will assign a maximum of 15 points in evaluating of your proposal, based on how you address the desires of the County Board of Commissioners in Section 2.18

27. **Question:** Ref. Section 5.5.10 “Assisting with the implementation and communication of new programs or changes to existing health and wellness related programs”. Please clarify the level of communication support expected for the coming year. Are there specific collateral pieces Chatham County would like us to include?

Response: Section 5.5.10 is requesting assistance with formulating ideas, strategies, plans, and best practices related to implementing and communicating program and plan changes to its employee and retiree populations. The County is not requesting direct communication with employees/retirees or specific collateral pieces in support of this activity.

28. **Question:** Ref. Sections 2.11 thru 2.11.4. Do we need to provide any documents in regards to proof of coverage with the submission of the RFP or simply acknowledge we know this is a requirement of the bid?

Response: As an attachment to the proposal you will provide proof that you have coverage. The County understands that you will not add this project to your coverage until you are awarded a contract.

**THE PROPOSAL DUE DATE REMAINS
5:00PM, JUNE 9, 2016.**

PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES.

May 31, 2016

DATE


MARGARET H. JOYNER
PURCHASING DIRECTOR
CHATHAM COUNTY