

CHATHAM COUNTY PURCHASING DEPARTMENT

ADDENDUM NO. 2 TO RFP 16-0044-7

FOR: Annual Contract for Employee Benefit Consultant

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

1. **Question:** What data will be made available to the consultant? What would be the timing for receiving the information? What are the data sources? Does the County have an internal or external data warehouse they use?

Response: Data will include census data, plan design, pricing, employee contributions, claims data and historical data for all plans and programs associated with benefits and wellness. Data would be gathered as soon as reasonably possible from our own archives and our vendors. We do not use a data warehouse.
2. **Question:** Please provide copies of your current benefits, costs, funding rates/premiums and employee contributions (SBDs, open enrollment materials, rate structure exhibit - including health, dental and vision).

Response: Copies of documents related to our medical, dental, and vision plans are located with the proposal document on the Purchasing and Contracting website at purchasing.chathamcounty.org. Because of the volume and complexity of documents involved, information related to plan design and pricing for other benefits products will be provided to the selected proposer.
3. **Question:** Please provide rates, premiums and contributions by plan option, benefit program and coverage tier.

Response: Documents are located with the proposal document on the Purchasing and Contracting website at purchasing.chathamcounty.org.
4. **Question:** How many on-site open enrollment meetings are held, on average, every year?

Response: We hold approximately 23 open enrollments meetings each year.
5. **Question:** Should the cost proposal be included in the technical or separate in a sealed envelope?

Response: As stated in Section 3.1, Step 1, second paragraph, "Fee proposals shall be submitted along with the proposal and will be evaluated and ranked according." The fee proposal shall be Section E. of your proposal.
6. **Question:** How do employees & retirees enroll and benefit elections? Does the County utilize any external resources, systems or vendors?


- Response:** Currently, employee and retiree enrollment in benefits elections is manual, and is administered by internal staff. Enrollment in some voluntary benefits is handled by a vendor who attends open enrollment meetings. We are in the process of implementing an online benefits enrollment system for employees.
7. **Question:** Regarding the survey and ‘understanding employee satisfaction with health benefits plan performance,’ can you provide examples of what you mean by “health benefits plan performance”.
- Response:** Plan performance from an employee perspective would include customer service, strength and size of network, speed of payments and resolution of escalated claim issues, communications, and rich plan design.
8. **CHANGE:** Response to Question #14 on Addendum 1 should be “The current contract is \$120,000 annually.

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

PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES.

June 3, 2016

DATE



MARGARET H. JOYNER
PURCHASING DIRECTOR
CHATHAM COUNTY