

CHATHAM COUNTY PURCHASING DEPARTMENT
ADDENDUM NO. 1 TO RFP#19-0019-7

FOR: Annual Contract for Benefits Consulting and Actuarial Services for Chatham County

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

1. **QUESTION:** How do employees currently enroll for benefits?
RESPONSE: Employees currently enroll for core benefits (vision, dental and health) through our Employee Self-Service portal, which is a part of our ERP system.
2. **QUESTION:** What participant communications services are currently provided by the consultant to support the open enrollment process? (Examples: on-site employee meetings, one-on-one enrollment consultation, printed enrollment education materials, on line enrollment website)
RESPONSE: We have face to face meetings at open enrollment and once monthly for new hire. Enrollment for most benefits is online or telephonic. Printed Enrollment booklets are distributed each year.
3. **QUESTION:** Does Chatham County use an HRIS or Benefits Administration platform? If so, is there any desire to switch platforms and will the consultant be asked to assist in the search for another platform?
RESPONSE: Our HRIS is part of our Munis system from Tyler Technologies. The system is fairly new and there is not a desire to switch at this time.
4. **QUESTION:** There does not appear to be a current Telemedicine program as part of the current health plan designs. Does Chatham County have any desire to evaluate providers and pricing from one or more Telemedicine providers?
RESPONSE: We do have a Telemedicine provider and do not desire to evaluate other providers.
5. **QUESTION:** What are the contract periods and expiration dates for the following providers:
 - a. Health plan third party administrator
 - b. Pharmacy benefits manager
 - c. Retiree medical program manager
 - d. Employee assistance program manager
 - e. COBRA and Flexible Spending
 - f. Dental insurance provider
 - g. Vision insurance provider
 - h. Life, Disability and FMLA program manager
 - i. Cancer policy provider

RESPONSE: The expiration dates are as follows:

- a. Health plan third party administrator – 07-01-2019
- b. Pharmacy benefits manager – 07-01-2019
- c. Retiree medical program manager – 01-01-2020
- d. Employee assistance program manager - continuous
- e. COBRA and Flexible Spending - continuous
- f. Dental insurance provider – 01-01-2020
- g. Vision insurance provider – 01-01-2023
- h. Life, Disability and FMLA program manager – 01-01-2020
- i. Cancer policy provider - continuous

6. **QUESTION:** Will the selected firm have a role in the Health Center, and if so, to what extent:

RESPONSE: Yes, the County will seek strategic guidance, as well as consultative information on how other employers are utilizing their Health Center.

7. **QUESTION:** What have the actual consulting fees been for 2015-2016, 2016-2017, 2017-2018, and 2018-2019 Fiscal YTD?

RESPONSE: The fees for the employee benefit consulting services that was awarded in October 2016 is \$100,000 per year. The fees for the actuarial services are \$16,000 for OPEB and \$29,000 for Pension.

8. **QUESTION:** Please provide copies of the most recent actuarial valuation reports for the pension plan that provide accounting disclosure determinations and recommended funding. Please provide similar copies of the most recent actuarial valuation reports for the OPEB program, if applicable.

RESPONSE: Copies of most recent documents have been posted along with the RFP document at purchasing.chathamcounty.org under open bids.

9. **QUESTION:** Is the current benefit consultant/actuary providing a response to this RFP?

RESPONSE: The County is not aware if the current consultants will or will not be responding to this RFP.

10. **QUESTION:** What are the fees for actuarial services under the current contract?

RESPONSE: See response to Question 7.

11. **QUESTION:** How many in-person meetings do you currently have with your actuary? How many meetings should be anticipated for our proposal?

RESPONSE: Currently, the County has not had any in-person visits. The County would prefer at least one (1) visit every other year.

12. **QUESTION:** When was the last experience study completed for the pension plan?

RESPONSE: The last study was completed in November 2018.

13. **QUESTION:** Please provide examples of any other actuarial work products provided by the current actuary that are within the scope of this RFP.

RESPONSE: All GASB schedules as presented in the implementation guide.


14. **QUESTION:** What consultant firms are working with Chatham County now?
RESPONSE: USI Insurance Services is providing employee benefit consulting Services and Korn Ferry is providing actuarial services in regards to OPEB and Pension.
15. **QUESTION:** Is the work presently split out to more than one company of firm?
RESPONSE: See response to Question 14.
16. **QUESTION:** What is Chatham County's low to high satisfaction (1 to 10 scale) with those presently contract for this work?
RESPONSE: The County does not utilize a 1-10 rating system when evaluating vendor performance.
17. **QUESTION:** Did the immediate successful bidder(s) meet the location requirement, and if so how many points were awarded?
RESPONSE: The current Employee Benefit Consultant is local. Local and M/WBE category is combined and was worth a total of 15 points. The current consultant received 12 points in that category.

**THE PROPOSAL DUE DATE REMAINS 5:00
PM, MARCH 14, 2019.**

PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES.

February 26, 2019

DATE


MARGARET H. JOYNER
PURCHASING DIRECTOR
CHATHAM COUNTY