

CHATHAM COUNTY PURCHASING DEPARTMENT
ADDENDUM NO. 2 TO RFP#19-0019-7

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

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

1. **QUESTION:** Please provide a copy of the most recent pension and OPEB actuarial valuations.
RESPONSE: Additional documents have now been posted along with the RFP at purchasing.chathamcounty.org.
2. **QUESTION:** Please provide a copy of the most recent GASB 67 and 68 report.
RESPONSE: The most recent GASB 67 and 68 has been posted along with the RFP at purchasing.chathamcounty.org.
3. **QUESTION:** Please provide a copy of the most recent pension experience study.
RESPONSE: All available documents have now been posted along with the RFP at purchasing.chathamcounty.org.
4. **QUESTION:** What is the usual timeline for delivery of necessary demographic and financial data to the actuary for the pension and OPEB valuations, and when are the reports expected to be delivered?
RESPONSE: January timeframe for delivery of demographic and financial data to the actuary. October timeframe for delivered reports.
5. **QUESTION:** Reference Pg 17, Section 4.5.1, F – “Areas of Development Services: ‘Provide any letters of reference/recommendation about the firm’s performance on the project’. Can the references contact information serve as recommendation on these projects, or are these separate to be obtained specifically for this bid? Or are they letters obtained during the course of the project work?
RESPONSE: Contact information can serve as recommendation for references.
6. **QUESTION:** Reference Pg 17, Section 4.5.1, G – “ Name(s) of staff members.....(to include....employment history). How far back should employment history be listed? Are we to list the organization of previous employment history?
RESPONSE: Employment history should go back 20 years and list the organization of previous employment history.
7. **QUESTION:** Reference Pg 19, Section 4.5.6 - M/WBE Participation - Is there a Good Faith Effort partial award of points?
RESPONSE: Yes, partial points will be awarded if Good Faith Effort is shown.
8. **QUESTION:** Our standard consulting agreement terms and conditions include some limitation on liability for mere negligence or from consequential damages. Is the County open to accepting mutually-agreeable contract terms, which include some limitation of liability on the work performed by the contracting actuarial firm?
RESPONSE: Insurance and indemnity contract language is subject to review by the County’s Risk Manager and Legal Department. Any exception to the solicitation

language should be noted as an exception in your response.

9. **QUESTION:** Reference Section 4.5.2 G - requests information on staff members assigned to the County's account. One of the requests is to share employment history. Could you let us know how much employee history you require? Could you give us an example?

RESPONSE: Projects and accounts worked on and notes of improvements and funds saved on accounts.

10. **QUESTION:** Will there be a separate contract or will our proposal comprise the body of the contract if awarded the business?

RESPONSE: Chatham County will issue a separate contract with inclusion of the RFP document, addendums and RFP response.

11. **QUESTION:** Will Chatham County be willing to use Aon's standard contract?

RESPONSE: See response to Question 10.

12. **QUESTION:** Will Chatham County consider splitting the work between two firms? Or is the intent to award both the Benefits Consulting and the Retiree Actuarial Services to the same firm?

RESPONSE: It is the County's intent to contract with one firm.

13. **QUESTION:** Is Chatham County expecting bidding and selection to be completed in the 2019 Calendar Year for an effective date of 1/1/2020?

RESPONSE: Effective date to be determined. Will be well prior to 1/1/2020.

14. **QUESTION:** Can the County provide a copy of the most recent funding, GASB 67/68 and GASB 74/75 actuarial report(s)?

RESPONSE: The most recent GASB 67 and 68 has been posted along with the RFP at purchasing.chathamcounty.org.

15. **QUESTION:** Can the County provide the latest quarterly investment report?

RESPONSE: Additional documents have now been posted along with the RFP at purchasing.chathamcounty.org.

16. **QUESTION:** How long has the current actuary been providing actuarial services?

RESPONSE: The current actuary has been providing actuarial services for approximately 15 years to the County.

17. **QUESTION:** Are there any service concerns and/or limitations with the current actuary?

RESPONSE: No, there have not been any service concerns and/or limitation with the current actuary.

18. **QUESTION:** What were the fixed fees billed in the last **three** years? Please provide separate breakdown for Pension and OPEB services.

RESPONSE: The fixed fees for the last three years are as follows: \$16K for OPEB and \$26K for pension.

19. **QUESTION:** What special and/or out of scope services has been billed for in the last **two** years, in addition to the fixed fees? How many hours were billed for these services?

RESPONSE: There have been no other billed services outside of the fixed fee.

20. **QUESTION:** Per our discussion yesterday, we have the ability to offset our fees with commissions/overrides generated by your current programs – do you know how much your brokers are receiving? And if any of your current consulting fees are being offset by commissions?

a. If there are commissions that are being paid to your current brokers do you know which products (i.e. Medicare Advantage, stop loss, dental, cancer, etc.) and how much?

RESPONSE: We are interested in no-commission products only. No offsetting.

21. **QUESTION:** Do you conduct audits of medical, Rx, disability and dental plans? If so, how are the fees paid?
RESPONSE: Medical and Rx only. We pay a lump sum fee to the selected auditor who won the account through bid.
22. **QUESTION:** Based on Addendum 1, it appears that you have several plans with 7/1/19 expiration date - are these renewal dates or contract end dates?
a. If an RFP is required, would you consider arranging an extension of your current vendors in view of this short timeframe between the selection of your new consultant and the plan expiration date?
b. Which benefits are due for RFPs during the contract period? (Medical? Rx? etc.)
c. When is the Medicare Advantage retiree plan due for RFP?
RESPONSE: These are contract end dates and should only be for Medical, as BC is under the ACCG plan and all ACCG plans end with the fiscal year. MA due date to be determined. We are happy with current vendors and will bid as needed.
23. **QUESTION:** Is there a list of MBE firms available in Chatham County? Can we see the list?
RESPONSE: A list of M/WBE firms is provided at MWbe.chathamcounty.org. and select Resources, Useful links.
24. **QUESTION:** Who is your PBM and when was the last RFP or Market Check?
RESPONSE: PBM is BCBS. Was put to bid for 1-1-2019 plan year.
25. **QUESTION:** Have you done a Dependent Eligibility Verification (DEV) audit?
RESPONSE: No, a Dependent Eligibility Verification audit has not been performed.
26. **QUESTION:** Do you use a data aggregator/warehouse for analysis of medical and Rx costs and utilization?
RESPONSE: No, the County does not use a data aggregator/warehouse for analysis of medical and Rx costs and utilization.
27. **QUESTION:** Addendum 1, response to question 8, indicated that the valuation report for the pension and OPEB plan would be posted to the website along with your responses, however the only report we saw posted was the OPEB GASB 74/75 report for FY2018 – could you also post the most recent funding and GASB reports for the pension plan?
RESPONSE: All available documents have now been posted along with the RFP at purchasing.chathamcounty.org.
28. **QUESTION:** Would you entertain language that clarifies that the successful bidder may rely on the data provided and is not responsible for data clean up or inaccurate data?
RESPONSE: Question is too general to answer.
29. **QUESTION:** Would you entertain language that sets out a limitation of liability on asserted negligence or breach of contract, without limiting gross negligence or willful misconduct, to a mutually agreed amount?
RESPONSE: Insurance and indemnity contract language is subject to review by the County's Risk Manager and Legal Department. Any exception to the solicitation language should be noted as an exception in your response.
30. **QUESTION:** Would you entertain language that clarifies that the indemnity is solely triggered when a claim from a non-party arises against Chatham County that is due to the successful bidder's fault?
RESPONSE: Insurance and indemnity contract language is subject to review by the County's Risk Manager and Legal Department. Any exception to the solicitation language should be noted as an exception in your response.


31. **QUESTION:** Would you entertain language clarifying that the insurance requirements could be edited?
RESPONSE: Insurance and indemnity contract language is subject to review by the County's Risk Manager and Legal Department. Any exception to the solicitation language should be noted as an exception in your response.
32. **QUESTION:** Will Chatham publish the sign-in sheet from the pre-bid meeting?
RESPONSE: Pre-proposal sign-in sheet has been posted along with the RFP at purchasing.chathamcounty.org.
33. **QUESTION:** Ref. Section 5.3.1, on the last bullet point, the responding consultant is asked to confirm he/she will provide "monthly reports required on the health insurance plan". Can you please provide more detail about the reports that are to be provided on a monthly basis?
RESPONSE: Reports to be provided – Work in concert with BCBS to keep us up to date on large claims and projections, as well as assistance with setting stop loss deductible. Provide the County with COBRA premium calculations, IBNR calculations, ACA reporting and other ad hoc reporting as needed, using data provided to you by BCBS.
34. **QUESTION:** In Section 5.3.5, on the last bullet point, the responding consultant is asked to "provide bill reconciliation for vision, dental, health and Medicare Advantage plans". What are Chatham's expectations for this service in regards to frequency and discrepancy resolution? Who is currently providing this service for Chatham?
RESPONSE: Delete Section 5.3.5 from the RFP document.
35. **QUESTION:** What is the desired timeline for the County to receive the completed actuarial reports and GASB disclosures?
RESPONSE: The desired timeline is within the month of October.

THE PROPOSAL DUE DATE HAS BEEN EXTENDED TO 5:00 PM, MARCH 21, 2019.

PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES.

March 8, 2019

DATE


MARGARET H. JOYNER
PURCHASING DIRECTOR
CHATHAM COUNTY