

ADVERTISEMENT for CONTRACTUAL SERVICE

RFP – EMPLOYEE BENEFITS INSURANCE BROKER - 030724

ADDENDUM No. 1

OWNER'S BID PROPOSAL FORM

OWNER: City of College Park
3667 Main Street
College Park, GA 30337

PROJECT: Employee Benefits Insurance Broker

DATE: February 28, 2024

BID #030724 is hereby revised as instructed throughout attached ADDENDUM No. 1.

This Addendum forms a part of the contract documents and modifies the original bid documents. The following items shall take precedence over the originally published bid documents for the above-named project and shall become a part of the contract documents.

1. Key dates and deadlines related to the procurement process.
 - a. See RFP- EMPLOYEE BENEFITS INSURANCE BROKER - 030724
2. Any specific qualifications or criteria that prospective vendors are expected to meet.
 - a. Should be licensed to sell and broker insurance in the state of Georgia.
3. The scope of services expected from the selected insurance brokerage firm.
 - a. Yes
4. Any additional documentation or forms required for proposal submission.
 - a. See RFP- EMPLOYEE BENEFITS INSURANCE BROKER - 030724
5. Contact information for any relevant points of contact who can address further inquiries or provide assistance throughout the process.
 - a. See RFP- EMPLOYEE BENEFITS INSURANCE BROKER – 030724
6. How many employees and members are currently covered under the cities medical program?
 - a. 410
7. What is the current renewal date for these programs?
 - a. July 1
8. What is the current funding method for the medical plan (i.e. fully insured, level-funded, or self-funded)?
 - a. Fully insured
9. What carriers/vendors does the city currently employ specifically for medical coverage?
 - a. Aetna
10. How is your current consultant/broker compensated - fees or commissions? What is the current level of compensation? What is the start date?
 - a. \$80,000
 - b. No commission - flat fee
 - c. July 1
11. Can you share information on current plan designs, vendors, rates? Can you provide a new hire/AE guide?

- a. See attached, RFP – EMPLOYEE BENEFITS INSURANCE BROKER - 030724 (ADDENDUM NO. 1) (2003 plans and rates)
 - b. See Attached, RFP – EMPLOYEE BENEFITS INSURANCE BROKER - 030724 (ADDENDUM NO. 1) (2003 plans and rates)
12. How many employees are currently enrolled in the program by line of coverage?
- a. Medical -410; Dental - 370; Vision - 280
13. Who are your current providers and what is the funding arrangement for each line of coverage?
- a. Fully insured
14. What benefit enrollment system is used today?
- a. BSwift
15. What payroll system is used today?
- a. Tyler Technology - New World
16. Are employee communications expected to be included in scope? If yes please describe expectations (e.g. enrollment guides, notices, engagement app)
- a. Yes
 - b. Enrollment Guides, Notices, on-site enrollment and education, benefits administration w/online enrollment platform
17. When was the last RFP for each line of coverage? What are contract term dates for each? Are RFPs expected to be conducted each year?
- a. March 2023
 - b. 1 year
 - c. Yes, however; there are possible 1-year contract extension.
18. Describe any financial reporting needs that would be considered in scope including frequency?
- a. Monthly claims reporting, medical prescription drug claims, per employee averages, high claims, Year-to-year trends