



ADA COUNTY PROCUREMENT

200 West Front Street
Boise, Idaho 83702-7300

DATE: June 22, 2015
TO: All Plan Holders
FROM: Ada County Procurement
NO. OF PAGES: 5

RFP 15034 Ada County Employee Benefits Consultant/Broker/Advisor

PROPOSALS DUE: July 1, 2015 by 4:00 p.m. Local Time
Ada County Procurement 200 W. Front St. Rm. 2210 Boise, ID 83702

ADDENDUM NO. 1

NOTICE TO PROPOSERS:

1. This addendum shall be considered part of the documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original documents, this addendum shall govern and take precedence.
2. Proposers are hereby notified that they shall make any necessary adjustment in their estimates on account of this addendum. It will be construed that each proposal is submitted with full knowledge of all modifications and supplemental data specified herein.
3. **Proposers must acknowledge in their proposals that all addenda have been received or the proposal may be deemed non-responsive.**

Please See Attached:

- Questions received prior to the June 15, 2015, 4:00 p.m. local cut-off

Questions received prior to the June 15, 2015, 4:00 p.m. local time cut-off

1. What form(s) and amounts of annual compensation have been in place for your consulting/broker services for each of the past two years? How do the services delivered during that time compare to the services requested in the RFP?

Answer: Because this RFP is forward-looking and for future services, questions relating to prior providers, services, or fee arrangements are not relevant and will not be answered.

2. Is there any immediate intent to offer additional medical plan offerings?

Answer: No additional medical plan offering for Fiscal Year 2016, which begins October 1, 2015, however it is the desire to develop a wider range of offerings to decrease health care costs and improve employee and dependent wellness.

3. Please confirm whether services associated with vendor bidding efforts are to be contemplated in fixed annual fee pricing, or treated as ad hoc projects, with fees to be determined on a case-by-case by basis. If included in fixed annual fees, please indicate the required/typical schedule/frequency for competitive bidding, by line of coverage?

Answer: This is not a bid. As needed, the intent of this RFP is to see what the market has to offer, and to go to the marketplace on a regular basis to ensure Ada County has good plans at a competitive price. For more information please see section D(2)(c)(viii) - Cost on page 11 of the RFP.

4. Please clarify as to whether you are seeking actuarial valuation services, and if so, the scope, timing and frequency of those services?

Answer: Ada County needs actuarial evaluation services for its retiree plan, potentially on an annual basis. Ada County may also require actuarial evaluation services to analyze other plans on an as-needed basis.

5. What voluntary benefits are offered to employees and who is the vendor?

Answer: Ada County currently offers voluntary life (employee and dependent) and long-term disability insurance, as well as County-paid life insurance, AD&D, and short-term disability for employees. Ada County's current offerings should not be seen as limiting potential offerings in a proposal.

6. What is the current open enrollment process? Is the process online or paper?

Answer: Open enrollment is a mix of electronic and paper information. All benefit information is accessible via the intranet for the majority of employees; however, not all employees have email/internet access at work. For those select employees we provide paper copies of benefit information. All enrollments are done with paper forms. We are in discussions with our health plan provider to complete online enrollment during upcoming open enrollment. The desire is to move to an online open enrollment format.

7. Does the County have a wellness program currently in place? If so, what are the benefits? Who is the vendor?

Answer: The County does not have a comprehensive wellness program provided by a vendor. Wellness initiatives, such as wellness fairs, biometric screenings, flu shots, etc. are offered on a periodic basis in partnership with in-house staff and current vendors.

8. Retirement plans are listed (PERSI and a deferred comp plan). Are we to outline our services regarding retirement work?

Answer: As stated on page 5 on the RFP, “If the proposer is aware of other services that may be of interest to Ada County, the proposer is encouraged to describe them as part of the RFP proposal.”

9. How many RFPs would the County anticipate in years 1, 2, and 3 and for what lines of coverage?

Answer: We anticipate procuring in Year 1 for medical, dental, vision, basic and voluntary life insurance, short- and long-term disability, and AD&D. We are unsure about any procurement past Year 1.

10. Regarding iii. Client Communications, what is meant by “matters.” Are these “matters” the same as service issues with carriers?

Answer: “Matters” could be service issues with carriers, but could also be anything related to the benefit plans such as project updates, claims issues, etc.

11. Is work expected on the “retiree pre-Medicare plan” or the “Post-Employment Health Plan” through Nationwide Retirement Solutions?

Answer: Some work on the retiree pre-Medicare plan would be included. Analysis of the Post-Employment Health Plan and potential alternatives could be included. The scope of work can be further dependent upon the expertise of the prospective vendor.

12. What has been the history with Blue Cross? Are there service or other issues? Is the county looking to move?

Answer: Ada County is unsure of what services are available on the market; thus, it is interested in going to the marketplace to obtain good benefit plans at a competitive price.

13. Is there a broker or consultant retained right now? If so, what work is being done? When does that contract expire? Who is the consultant?

Answer: Ada County does not currently have a broker or consultant retained.

14. Will there be any emphasis placed on a broker/consultant that may have an employee who lives/works in Idaho?

Answer: No.

15. Who will be the decision makers for award?

Answer: The Board of Ada County Commissioners

16. Will you guarantee a finalist meeting?

Answer: The County may elect to conduct interview with the highest ranking proposers for additional information. If interviews are required we anticipate that they will occur on or around August 11, 2015.

17. Why has Ada County not had a consultant over the last few years?

Answer: Ada County had a consultant in place from May 2013 through September 2014.

18. Has Ada County vetted brokers/consultants since firing Moreton and not been satisfied?

Answer: Please see response to Question no. 1.

19. What payroll vendor does Ada County have?

Answer: Ada County does not utilize a payroll vendor.

20. What ACA reporting function is in place for Ada County?
Answer: Blue Cross assists Ada County with ACA reporting.
21. Are there any particular reasons you are going out to bid or is the issuance of an RFP to meet a requirement to solicit proposals?
Answer: This is not a bid. The County is interested in reviewing the services offered from many firms that provide benefits broker, advisor, and consultancy services
22. Will the firm currently providing these services be invited to bid?
Answer: This is not a bid. All firms are invited to participate
23. Please provide all scoring documents related to the previous RFP issued for these services.
Answer: This is the first RFP completed for these services.
24. According to public records, the County awarded a contract to a broker for similar services on May 7, 2013 for \$51,500 annually. Was this for the same scope of services contemplated in this RFP? Are there other forms of compensation included in this amount, such as commissions, and if so, how much?
Answer: The contract referenced was awarded for the period of May 1, 2013 through September 30, 2013 for \$49,500. No other forms of compensation were included for the scope of work specified in the contract.
25. How many RFPs do you anticipate over the next six years? What are the coverages? What years do you anticipate marketing these coverages?
Answer: Please see response to Question no. 9.
26. Describe what reporting the County is doing to the Idaho Department of Insurance surrounding the self-funded PPO, dental and vision benefit programs. Is the reporting in-scope for this assignment? Are copies of the reports that have been filed with the Department of Insurance available?
Answer: Ada County is exempt from registering with the Idaho Department of Insurance per Idaho Statute 41-4003(2)(c). As such, the County is not subject to the insurance code, including reporting.
27. Are you expecting the vendor to be involved with the federal ACA reporting? Please describe the expected level of involvement.
Answer: Ada County would like to know what capabilities each potential vendor has to assist with ACA reporting, and the cost involved with such assistance if not included in a fixed annual fee structure.
28. Please indicate the make-up of the Selection Committee listed under *F. Evaluation Process* on page 11 — not necessarily by names, but by positions in which departments.
Answer: The evaluation team will be comprised of Ada County staff.
29. Our firm requires that its consultants retain one copy of any information used to generate work product, so that an independent expert can regenerate our work in the unlikely event that a claim ever arises. Such retention would be contrary to Article II.D of the sample agreement. Would the County consider amending that section to permit the successful proposer to retain one copy of County information, solely for the purpose of work product documentation and subject to obligations of confidentiality?

Answer: Ada County would agree to retain a one copy of such information on behalf of the chosen consultant, and allow the copy to be provided to a third party as needed, for the sole purposes described above.

30. Our firm can agree to indemnify the County for third party claims arising from the following: (i) breach of applicable law or regulation; (ii) personal injury or property damage; (iii) breach of obligations of confidentiality; (iv) our firm's gross negligence or intentional misconduct; or (v) intellectual property violations. Would the County consider amending the indemnification provisions in the contract to reflect such protections?

Answer: No.

31. As opposed to an action in state court, would the County consider binding arbitration as the final means of dispute resolution in the event a dispute arises related to the performance of services?

Answer: No.

32. Would the County be willing to contractually limit the potential liability of the successful proposer to \$5 million, subject to standard exclusions for breach of confidentiality, HIPAA violations, and intentional misconduct?

Answer: No.

33. Would the County consider a contractual provision limiting distribution of the successful proposer's final deliverables to third parties, other than as required by the applicable public records act?

Answer: Ada County would agree to such a provision.

34. While generally compliant with the basic coverages and amounts required, our firm's insurance coverages differ slightly in a handful of non-material ways. Would the County consider minor edits to Exhibit A?

Answer: Ada County would consider non-material edits to Exhibit A.

35. Would the County consider negotiating a handful to edits to the Business Associate agreement contained in Exhibit B, to more accurately reflect the nature of the services to be provided by the successful proposer? Our firm has found that it is in the best interest of both ourselves and our clients to have some discussion around BAA responsibilities so that we can reach an agreement that accurately reflects the realities of our particular situation, as opposed to a generic BAA that is designed to cover a wide range of service providers providing all different types of services.

Answer: As mentioned, Ada County's current proposal for the Business Associate agreement is attached to Attachment C of RFP 15034. While Ada County is amendable to negotiating a more specific Business Associate agreement, a vendor would first need to provide the specific changes that it suggests, in its Proposal.