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**ADDENDUM NO. 01 – REQUEST FOR PROPOSAL NUMBER 1963**

**EMPLOYEE BENEFITS BROKER OF RECORD**

**ADDENDUM DATE: November 15, 2017**

**PROPOSAL DUE DATE: NOVEMBER 20, 2017**

See attached proposer questions and the County responses.

Thank you for your continued interest in serving Pierce County.

/s/KEN MATTHEWS  
Purchasing Agent

**PLEASE INDICATE YOUR RECEIPT OF THIS ADDENDUM BY INDICATING ON THE RFP SIGNATURE PAGE**

Attachment A – Question & Answer #1

# QUESTIONS AND ANSWERS

## EMPLOYEE BENEFITS BROKER OF RECORD

RFP No. 1963

CONTACT: PIERCE COUNTY PROCUREMENT & CONTRACT SERVICES

DATE OF ISSUE QUESTION AND ANSWER: **Wednesday, November 15, 2017**

Question #	VENDOR QUESTIONS	COUNTY RESPONSES	Response Issued - Date
1	1. Can you please clarify the 'administration of various benefit programs' referenced in Section 1.c. on page 4? What types of programs and does this mean direct administration or does it include procurement of vendor partners for administration?	<p>The County is looking for a partner to help provide strategic guidance to our administration and ensure we are making the best choices overall for our employers, while being good stewards of the taxpayers in Pierce County. Please see below on the various benefit programs that Pierce County currently offers, we are looking to secure a partner that will help support our internal administration with securing the right vendors, which might include parts of the procurement process.</p> <p>Self-insured medical, including vision and prescription, for active employees LEOFF 1 retirees, early retirees, their dependents and LEOFF 1 retiree dependents</p> <p>Fully insured medical, including vision and prescription, for active employees</p> <p>Fully insured dental</p> <p>Life insurance</p> <p>Long term and short term disability</p> <p>Flexible Spending accounts (Section 125)</p> <p>Coordination with Washington Teamsters Welfare Trust</p> <p>COBRA administration</p> <p>Wellness program development and administration</p> <p>Employee Assistance Program (EAP)</p>	11/15/2017
2	2. Does Section 1.f. refer to claim audits and if so, what is the desired frequency of the audits?	Pierce County has conducted a claims audit in the past and for best practice standards will conduct another one as needed. Our broker would be a partner in this process and involved in securing the vendor, up to date on the all the communication, and help analyze the final results and any action items needed.	11/15/2017
3	3. In Section 4.b., can you please provide an example of what is meant by 'special plans'?	'Special plans' was referenced as any unique example (whether driven by a plan change/ect) which had a significant impact/results on the organization in cutting cost, reducing claims, ect.	11/15/2017
4	Will there be an extension to the deadline for this RFP to respond to pending questions?	No, the proposal due date will not be extended.	11/15/2017