



950 Fawcett Avenue, Suite 100
Tacoma, Washington 98402
(253) 798-7456

ADDENDUM NO. 03 – REQUEST FOR PROPOSAL NUMBER 1963

EMPLOYEE BENEFITS BROKER OF RECORD

ADDENDUM DATE: November 17, 2017

REVISED PROPOSAL DUE DATE: NOVEMBER 28, 2017

Please be advised that the following changes have been made on the above referenced Request for Proposals:

The Proposal due date has been extended for this RFP to **November 28, 2017**, due at the same time and location as noted in the original RFP.

See attached proposer questions and the County responses (#2).

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 #2

QUESTIONS AND ANSWERS

EMPLOYEE BENEFITS BROKER OF RECORD

RFP No. 1963

CONTACT: PIERCE COUNTY PROCUREMENT & CONTRACT SERVICES

DATE OF ISSUE QUESTION AND ANSWER: **Friday, November 17, 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
5	Are the services requested as part of the RFP, currently provided by your broker/consultant? If no, which services being requested are new?	Yes, they are being provided.	11/17/2017
6	Approximately how many labor management meetings are anticipated each year?	1-2 are the number of meetings we have had in past years, but there could be the need for more.	11/17/2017

QUESTIONS AND ANSWERS

EMPLOYEE BENEFITS BROKER OF RECORD

RFP No. 1963

CONTACT: PIERCE COUNTY PROCUREMENT & CONTRACT SERVICES

DATE OF ISSUE QUESTION AND ANSWER: **Friday, November 17, 2017**

7	What communications support will the broker be expected to provide. For example, review, drafting of benefit guides, printing, etc.	Examples and review. The County typically has drafted and printed many of our marketing materials.	11/17/2017
8	You have requested we provide the name and title of the person who is able to execute the contract. To provide efficiency and expedite our contracting process we have several who have signing authority. Is it alright if we do not list the name and title of the person within the RFP?	Yes, that is fine.	11/17/2017
9	The Scope of Work item 3e requires a minimum E&O coverage of \$5 million, and Attachment B number 14 conflicts, indicating professional liability Insurance shall include E & O of \$1 million. Can you please confirm your E & O requirements?	Please provide \$5 million in coverage.	11/17/2017
10	Under scope of work, COBRA administration is listed (top of page 4). Is the County looking for its broker or record to provide support, regulatory guidance, sample forms, etc. regarding COBRA? Or, is the County intending to outsource its COBRA administration (to the broker of record)?	The County outsources their COBRA administration, but will need support as they are considered one of the "benefits vendors" we work closely with. This scope is more for support and regulatory guidance when/if needed.	11/17/2017
11	Are all services listed under Scope of Work presently being done by your broker or are some newly desirable services for the County?	Please see question #5	11/17/2017
12	What are the County's 3 biggest areas of concern regarding employee benefits?	Cost Containment, specifically with Pharmacy Strategic Planning for multiple years Increasing employee engagement within Wellness	11/17/2017
13	What is the current annualized compensation for employee benefit broker services under the current contract? What is the current compensation method?	Flat rate	11/17/2017
14	Does the County have a preferred compensation method? i.e. monthly retainer, commission, etc.?	Flat rate	11/17/2017
15	Can you describe the communications materials that are currently used for benefits? Do you have a suite of communication methods, such as a website and app? Are you interested in this type of service to be included in our pricing? Or as an optional service?	The County has many resources internally that they utilize to communicate to their employees. Please list as an optional service.	11/17/2017
15	The addendum states November 27, but the website page states November 28 - which is correct	The proposal due date will be November 28th to avoid any potential confusion.	11/17/2017