



NOVEMBER 28, 2018

Re: 18RFP103018-DRR, BROKER SERVICES FOR HEALTH INSURANCE AND EMPLOYEE BENEFITS

Dear Respondent(s):

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced 18RFP103018-DRR, BROKER SERVICES FOR HEALTH INSURANCE AND EMPLOYEE BENEFITS.

Except as provided herein, all terms and conditions in the 18RFP103018-DRR referenced above remain unchanged and in full force and effect.

Sincerely,

Donald R. Riley

**Donald R. Riley, CPPB
Purchasing Specialist**

**18RFP103018-DRR, BROKER SERVICES FOR HEALTH INSURANCE AND
EMPLOYEE BENEFITS
Addendum No. 1
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

Attached hereto are responses to questions submitted about the above quotation document.

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render your bid non-responsive.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Finance Department - Purchasing Division, City of Stockbridge, 4640 Henry Boulevard, Stockbridge, Georgia 30281 by the proposal due date and time **DECEMBER 4, 2018 before 12:00 P.M. (NOON) E.S.T.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2018.

Legal Name of Bidder

Signature of Authorized Representative

Title

QUESTIONS REGARDING 18RFP103018-DRR, BROKER SERVICES FOR HEALTH INSURANCE AND EMPLOYEE BENEFITS are clarified below:

1. During the pre-bid meeting, it was stated that there are no set-asides for minority certified companies, but they would be viewed favorably. If additional points are not given, how will 'favor' be manifested?
 - Response: This City stated that there are no set-asides for this project and minority participation is highly encourage but not required as a part of this solicitation.
2. The Technical Proposal has a suggested total page limit of 25 pages. Please confirm that there is no page restriction.
 - Response: The City has removed the page restrictions on this solicitation; therefore, there are no page limits on this solicitation.
3. Please confirm that the city of Stockbridge is interested in recommendations that may not be specifically listed in the RFP.
 - Response: Yes, the City is interested in receiving additional recommendations that are not listed in the solicitation document.
4. If 2 firms are partnering together, must a formal JV agreement be in place or would a Prime/Sub-Contractor relationship be more appropriate?
 - Response: Either. The City is willing to recognize formally established JV Agreements; however, there is no formal agreement than a Prime Contractor/Sub-Contractor relationship is acceptable.
5. What is the compensation of the current broker or must an open records request be submitted to acquire this information? Is this appropriate?
 - Response: Yes. The request is appropriate and it will be received and processed through the City Clerk's Office <https://stockbridge.seamlessdocs.com/f/OpenRecordsReq>
6. Please provide the results of the evergreen study.
 - Response: See response #5 and request an open records request.
7. What is the current enrollment process for open enrollment and new hires?
 - Response: Enrollment takes place in April and ends by June 15th and new hires normally thirty (30) after the employees hire date.

8. Does Stockbridge utilize an online enrollment system and, if so, which one?
 - Response: The City currently has **NO** online enrollment system.
9. Are there any products or services that are currently enrolled via paper?
 - Response: All the City's current products and/or services are via paper.
10. How often is new hire orientation?
 - Response: There are no frequency for new hire orientation the City only uses orientation when a vacant position has been filled.
11. What types of pre-enrollment communication are currently used?
 - Response: The City currently uses email as pre-enrollment communication.
12. In Section 3, the RFP asks for a proposed onboarding schedule with 30%, 60%, etc. milestones. We typically provide targeted dates for the key steps of the process. Will this target date approach be acceptable, or do we need to set percent milestones? In the case that milestones are required, what is that percent a measure of: time, importance, or some other factor?
 - Response: Milestones are set target dates for strategic events.
13. Section 8 of the RFP requests cost information, but we are told elsewhere that our cost proposal is to be separate and sealed. Does this mean that the entirety of Section 8 will not be in our proposal but rather in the separate, sealed envelope? If some information can/should remain in the proposal document, please clarify:
 - Response: Yes. Section 8 – Cost must be placed in a separate sealed envelope and not in your company's submittal package.
14. Finally, my associate who attended the pre-proposal conference, said that you would issue a revised RFP with a corrected Section 9. When do you anticipate posting that revision?
 - Response: The City has removed the section 9.1.2. ~~Facility description, a photo of the interior and exterior of the facility, indicate size, functions housed, completed cost, and, year completed~~ from consideration of the current solicitation.