Peralta Community College District
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Purchasing Department

June 8, 2015

ADDENDUM No. 2

Re: **14-15/38 Employee Benefits Insurance Broker and Consulting Services**

The following questions were submitted for the above-mentioned RFP, by the deadline and are answered in this addendum:

1. The RFP indicates that the District is utilizing the Keenan BenefitBridge benefit administration system. Will the District continue to use this system if Keenan is not selected as broker/consultant?

   Answer: Yes, due to contractual considerations between Keenan and the District.

2. Is the District currently paying any fee for the BenefitBridge system: If so, what is the monthly cost per employee?

   Answer: Yes, $3,333.33 per employee.

3. Are the following features of the BenefitBridge systems currently being utilized by the District:

   1) Online Enrollment by employees at open enrollment?

   Answer: Yes.

   2) New hires?

   Answer: Yes.

   3) Do employees change their address using the system throughout the year?

   Answer: No.

   4) Do employees add/delete dependents throughout the year using the system?

   Answer: Yes.

   5) Does the District import a file into their payroll system for deduction?

4. Please provide the handout from the Bidders Conference electronically.

*Answer: A copy of the handout can be downloaded by visiting the District's website at: www.peralta.edu and clicking on "Business Opportunities" and then on the List of Current RFPs/Bids and **14-15/38 Employee Benefits Insurance Broker and Consulting Services Exhibit A.***

5. The Attachment chart indicates that the Contract for Services needs to be returned with the Proposal. Is this correct? Or, should the bidder simply acknowledge the acceptance or not any requested changes? Please clarify.

   Answer: The District provides the Contract for Services document must be returned with the proposal. Failure to return the Contract for Services document will deemed your proposal unresponsive and will be rejected. Contract language may be re-negotiated upon award of the Contract.

6. With regards to page 3, item 'l', is the vendor reporting the services they have performed for the District?

   Answer: The District is unable to provide a response at this time. The proposed question is ambiguous and unclear.

7. With regards to page 3, item 's', please clarify what type of efforts are required of the broker/consultant to support the Peralta Foundation.

   Answer: The District provides the awarding consultant may be asked to attend the District's non-profit scholarships fundraising activities such as the Annual Golf Tournament, Gala Dinner, speaking engagements and partnering with Peralta students for internships.

8. With regards to Page 4, item 'l', please describe what supportive efforts are required? Is the broker/consultant coordinating and obtaining of data to be submitted for GASB 45 studies and Medicare Drug Subsidy Program?

   Answer: The District provides the awarding broker/consultant may secure the necessary data from the responsible resources and review it for reasonableness and accuracy.

9. Please provide what entity is currently submitting data for the Medicare Drug Subsidy Program?

   Answer: The District submits its own application and works with an actuary and the prescription drug vendor for data reporting and validation processes.

10. With regards to page 4, item 'e', please identify compliance audit referenced:

    Answer: The District provides the following:

    1) Affordable Care Act Compliance
    2) Self-Funding Plan Audits
    3) Communication Compliance
    4) Erisa Compliance for Group Insurance Plans

11. Has the District failed in the past?

Answer: The District provides the Group has not failed Group Insurance Plan audits.

12. With regards to Page 6, item 4(d), does the District currently offer employees voluntary benefits as listed? If so, what insurer is utilized and what is the enrollment by product?

Answer: Yes.

13. Has the commission structure changed for Kaiser of the Life/AD&D/LTS since fiscal year 13-14? If so, please identify the change. (This was noted in the FAQ handed out at the Bidder's Conference, question 7, page 4.)

Answer: The District provides there was a commission with the District's former consultant. However, since the District has been operating without a consultant we recognized a decrease in our rates.

14. Why are you issuing this RFP?

Answer: The District provides this RFP is being issued to service the District's employee Health Benefit and Insurance programs.

15. Why did the RFP process stop in 2014?

Answer: The District reserves the right to reject "all" proposals in whole or in part which serves in the best interest of the District.

16. What are the current unmet needs with your current broker/consultant?

Answer: At this time the District does not have a consultant. However, the District needs are addressed in the Scope of Services as outlined in the RFP.

17. How much is the current commission?

Answer: None.

18. Do you have a current health care strategy?

Answer: It is the intent of the District to provide high value and cost efficient options to our employees and retirees.

19. What cost containment strategies have you deployed in the last two years?

Answer: In addition to cost sharing (2012) and during the periods of 1964-2012, the District bore the entire cost of medical are for active and retired employees and their eligible dependents. For further information, please refer to Exhibit A.

20. What is the District's populations cost drivers?

Answer: The District provides utilization, age, sex, gender demographics, dependent demographics and co-pay structure are our populations and cost drivers.

21. Has the ACA affected your medical plan offerings?

    Answer: No.

22. Are the Part-time employee benefit eligible?

    Answer: The District provides that Part-time hourly faculty are eligible for District contribution (per California Education Code 87863) to the HMO plan only, however, they may select the PPO at the full COBRA equivalent rate.

23. Does this RFP require benefit administration be included in the Scope of Services?

    Answer: The District is unable to provide a response at this time without further clarity from the Vendor regarding this question. However, if the Scope of Services outlines a benefit administration program, please submit your response.

24. When was the last time the District marketed the health care plans (Medical, dental, vision)?

    Answer: The District provides the previous consultant marketed the District's health care plans annually. The most current, Spring 2014.

25. What latitude does the District have to change health care plans, vendors, and/or contribution?

    Answer: The District operates and maintain a collaborative partnership in coordination with its local Unions (SEIU, LOCAL 39, etc,.) to negotiate precepts to present sustainable options and plan designs which underscores our fiduciary responsibilities.

26. Who is the broker/consultant primary contact at the District?

    Answer: Jennifer Benford Seibert, District Employee and Retiree Benefits Manager.

27. How often does your broker/consultant meet with management?

    Answer: Four to Five times per year.

There are no other changes to RFP 14-15/38