Benefits Consulting and Brokerage Services RFP # 23-010

ADDENDUM #1

1. Is the City open to alternative funding arrangements outside of a Fully-insured Medical arrangement? The City will consider all options presented in determining what is best for the City and its employees.

2. Has the City completed its onboarding of the Tyler Technologies Payroll System? No, this transition is not scheduled for completion until mid-year of 2024.

3. If the City has completed Tyler’s setup, Do you plan to utilize the HR function and capabilities they offer? Yes, we plan to use this function.

4. What strategies have you implemented either currently or in the past to address health risks of your workforce. We have implemented a wellness program that includes annual screening and quarterly webinars about health risks.

5. Does the city expect to grow in population/see a need to grow its workforce within the next 2 to 4 years? Yes, the City expects to grow in population and add approximately 10 employees in the next 5 years. If growth occurs as anticipated, our workforce would be 98.5 (which includes elected officials).

6. Does the city supply a resource for its employees that are about to or currently are in the process of moving off the plan into the Medicare market? No.

7. How many employees are enrolled in your medical plan? 59 employees are enrolled.

8. How many benefit eligible employees? Including elected officials, there are currently 71 benefit eligible.


10. Does the city pay for the enrollment system or does your broker provide at no charge? The broker provides at no cost.

11. Do you pay a fee for service for broker services or is the commission built in to each line of coverage? It is built into the coverage at a pre-determined amount.

12. How is the current [Broker/Agent] of Record compensated; i.e. - fees, commissions, or a combination of both? Fees are built into lines of coverage.

13. Are there additional fees paid to the [Broker/Agent] of Record? No.

Initial to acknowledge and include with submittal: _______
14. Are there any % of the fees at risk to performance (annual savings, etc.?) No, not at this time.
15. What is your current average annual spend – per employee – on medical benefits (annual medical premiums / number of enrolled employees)? $8,000 per employee
16. Are any retirees included in these services? If so, please provide the number and explain how the premiums are collected. There is one retiree who sends his premium to the City.
17. Are you currently using any type of web-based or online enrollment system? Yes.
18. If so, what system is currently in place and how is the cost covered? Employee Navigator.
19. What percentage of your employees use this online enrollment (versus paper forms)? All employees use it; the broker meets with each employee for on site enrollment and at open enrollment.

For the Specifications Entitled: Benefits Brokerage & Consulting
Publisher: Kelly Axt, City Clerk
Bid Due Date: July 31, 2023 at 2:00 pm
Last Day for Questions: July 21, 2023
This Addendum is issued to modify or interpret the bidding documents. Bidders are hereby instructed that the Specifications for the above referenced project are modified, corrected, or/and supplemented as hereinafter described. Bidders are hereby instructed to acknowledge receipt of this Addendum.