



City of Gainesville

Financial Services Department
Procurement Division

Addendum Publish Date: October 20, 2023

BROKER AND BENEFITS CONSULTING SERVICES FOR HEALTH & GROUP LIFE PLANS

ITN-RMDX-230059-GD

ADDENDUM NO. 1

Bid Due Date: November 1, 2023 3:00pm (EDT)

NOTE: The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

1. Please find attached:
 - a. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters) that was discussed.
2. Following are the City's responses to questions received by the deadline, (3:00pm, October 18, 2023):

A. Question:

What is the rationale for pursuing a move from self-funding to fully insured? Have there been specific claims, risk or administrative issues?

Answer:

The City continues to research ways to reduce health insurance costs, yet provide as robust of a plan as we can for our City Employees/Retirees; therefore, our desire is to review all options available to remain as fiscally responsible as we can to our taxpayers. There is also the possibility that offering a multi-plan health benefit option may impact the ability to effectively self-fund the program due to the loss of critical mass necessary for a shared risk approach.

B. Question:

Is it acceptable to complete Required Form E – Pricing Page with only the “All Services Single Fee” block completed?

Answer:

Yes, the City will consider any and all pricing formats.

C. Question:

Although the minimum qualification indicates experience with organizations with at least 3,500 and 5,000 members, can you provide the number of benefits eligible and enrolled employees by line of coverage?

Answer:

Refer to the solicitation, Exhibit 2 page 35.

D. Question:

Is the Pricing Page (Form E) the only requirement for 4.1.c or do you require specific pricing for “each component of the required goods or services”?

Answer:

See #B above



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E. Question:

Do you have a separate actuarial contract?

Answer:

Yes

F. Question:

Which actuarial firm currently performs the City's annual 112.08 filing of actuarial soundness with the State of Florida for the City's self-funded health plan?

Answer:

Wakely and Associates conducts this work.

G. Existing company questions

a. Q. Who is the incumbent consultant and can you provide their compensation/contract?

A. There is no incumbent; the City has selected an Administrator via direct solicitations in accordance with City procurement policies.

b. Q. Does the City currently work with a consultant and/or broker? If yes, please provide a copy of the current contract including scope of services and current compensation structure.

A. See above

c. Q. If compensation is paid via flat fee, what is annual compensation amount? If compensation is set by line of coverage, please provide by line including stop loss.

A. N/A

d. Q. If compensation is commission based, please provide the percentage of commission by line of coverage and estimated annual premium for each line including stop loss.

A. Not applicable, see above

H. Question:

Does the City have a benefits committee for which we will provide regular reports/content and/or be required to attend meetings on a regular basis?

Answer:

There is not a formal Committee, but the successful bidder should expect to have periodic meetings with City Staff.

I. Question:

Are City Council or administrative meetings (outside regular open items and strategy meetings) required? If so, is there a regular cadence?

Answer:

There will be at least the probability of attendance of at least one Commission meeting annually to discuss options and/outcomes. The City Commission meets twice a month on the first and third Thursday of the respective month.

J. Question:

Although not outlined in the Scope of Work, is employee communication required?

Answer:

Yes, the City would like the successful vendor to help with Employee engagement as part of the assessing options part of the process.



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K. Question:

What is the City's Benefits Administration platform? Is support or RFP development required for Benefits Administration?

Answer:

The City expects the vendor to solicit options from the market and provide those options to the City for consideration, including self-funded administrative services options.

L. Question:

If no formal agreement, please state who receives commissions on the City's various lines of coverage.

Answer:

The City does not pay commissions to agents on any of our products; however, they may receive commissions for the companies they are contracted with.

M. Question:

Are there any services or vendor/subcontracted services paid for by the current broker/consultant? If so, please describe the service and provide the annual cost by identified service

Answer:

No

N. Question:

Does the City offer any additional coverage options for medical to retirees other than the group plan offered to active employees? If so, please advise which.

Answer:

Yes, the City has Medicare Supplement options for retirees who are Medicare Eligible. That program is not part of this solicitation.

O. Question:

Which vendor currently administers the City's *Employee Health Services* center and provides the nurse practitioner? Are these services available to both retirees and employees? Please provide additional details.

Answer:

Employee Health Services staffed and managed by City Staff. Yes, services are available to both Active and Retired employees. The services offered are varied and range from preventative to convenient care level interventions.

P. Question:

Scope of work – page 5, section 2.2 a specifically states “Control health and group life plan costs for the City” as part of the Scope of Work – will the awarded proposer also assist the City with oversight of all other benefits (i.e. Vision, Dental, FSA, Voluntary life, STD and legal shield)?

Answer:

That is to be determined, in the initial year the focus will be on the Health Benefit offering and options.



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Q. Question:

Page 7, 2.2 e – Please provide additional details of what is expected in terms of “premium development support?” Is the City requesting these services be performed by an Actuary?

Answer:

The City is looking at multiple plans and/or modifying the current plan benefit model and will need support determining the change in benefit on premium. The City has engaged or utilized an Actuary in the past to estimate the savings associated with benefit changes but that has been some time ago.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: _____

SIGNATURE: _____

LEGIBLY PRINT NAME: _____

DATE: _____



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CITY OF GAINESVILLE FINANCIAL SERVICES PROCEDURES MANUAL

41-524 Prohibition of Lobbying In Procurement Matters

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.