



ADDENDUM #1 REQUEST FOR PROPOSAL 2016-152

Benefit Consultant Services

TO: All Respondents
FROM: Colby Wattling, Buyer
CLOSING DATE: AUGUST 31, 2016 at 3:00PM (UNCHANGED)
REF NO.: 2016-152 RFP
DATE: August 24, 2016

The following are **questions** and **answers** asked during open question period.

Q1. How many employees, and how many retirees pre and post 65 (if any) are covered by the County's health plans?

A1: Active: approx. 535 on Premera, 500 on GH, 125 waived medical
Retirees: 38 LEOFF 1 retirees, 42 regular retirees

Q2. As it relates to benefits communications please direct us to current sample materials or briefly describe the materials/type of materials that are desired (i.e., website development, videos, print documents, podcasts, etc.) and the complexity of such items, (i.e., summary plan description, benefits enrollment guide, announcement flyers, etc.).

A2: We generally create/update our own website and open enrollment materials with assistance/guidance from our consultant. We haven't used videos or podcasts in the past. We receive summary plan descriptions & most flyers from the carriers, which are reviewed by our consultant.

Q3. Please define or describe the types of communications materials and type of media (i.e, print, video, etc.) that would need to be "developed" as opposed to reviewed or updated?

A3: See Question 2. Communications are reviewed and updated each year. However, plan design and/or carrier changes may require development of new communication materials.

Q4. Please help us understand how often you are required to conduct a formal RFP for each line of coverage, by indicating the last year bid, and by placing an “x” in the box or just telling us in which year(s) you expect or are required to competitively bid each line of coverage (if your broker/consultant can do a market check without a formal RFP, please state this):

A4: We do not have a requirement to bid lines of coverage on a set schedule. We periodically review plans, coverage and costs to determine if going out for bids would benefit the County. We have had our consultant go out for bids on our behalf in the past.

	Year of Last	2017 (for plan year 2018)	2018	2019
Medical	2009?	Possibly for a new PPO option		
Dental	N/A	Through WCIF		
Pharmacy	N/A	Included in Medical		
Vision	N/A	Included in Medical		
Life	N/A	Through WCIF		
Disability	N/A			
Other, please specify				

Q5. Several services, including assistance with RFPs, are listed as services that “may” be required. Because these are services that do not typically occur every year, would you like to see fees for this service quoted only for the years in which RFP work is performed, or would you like to have this cost spread out over the anticipated term of the consulting agreement?

A5: We would prefer to pay one rate with all services required/desired included.

Q6. How many face-to-face meetings do you expect your consultant/broker to attend each year? (Please count several meetings in the same day as only one meeting for this purpose.)

A6: 6 to 8 per year, plus phone conversations as needed.

Q7. Please describe Kitsap County’s current wellness programs, incentives and attitudes toward wellness.

A7: No formal wellness program is in place at this time.

Q8. Are commissions included in any line of your current coverage? If so, please indicate which line(s) of coverage and provide the annual revenue generated only from commissions?

A8: Dental and life premiums are paid to Washington Counties Insurance Fund with commissions included. We are not using a consultant for those lines of coverage at this time. We do not have the access to the commission vs. the premium paid to carriers.

Q9. What is your preferred method of compensation for benefit consulting services (i.e., flat fixed annual fee with all commissions removed, commissions, combination, or something else)?

A9: Prefer fixed annual fee.

Q10. Who is the current consultant and how long have you worked together?

A10: We have worked with DiMartino Consultants (Brown & Brown) since October 2011.

Q11. What are the top three things that employees value most about your current programs?

A11: Contribution rates by the employee, level of coverage & low co-pays, choice of physicians.

Q12. What are the top three concerns, if any, which the County or employees have regarding your benefits or challenges that you expect to face in the next 3-6 years?

A12: Controlling costs, possibly with a wellness program or incentives and/or an on-site clinic. Employee education of plan usage and encouraging preventive care. Information to help us determine what medical issues are most prevalent and would provide opportunities for enhancement of our programs.

Q13. Per the County's website, it appears Premera is the medical plan administrator. Who does the County contract with for stop loss?

A13: The County also offers coverage through Group Health (see Q. 1 for enrollment numbers.) The stop loss carrier is Nationwide/StarLine.

Q14. Other than the self-insured medical plan, are all other benefits currently through WCIF?

A14: We also offer retiree coverage through Premera (under age 65 only) and Group Health (under and over age 65 plans.)

Q15. What is the current compensation structure and estimated annual amount?

A15: Brown & Brown, DBA DiMartino Associates is paid a fee. Currently \$85,959 annually (\$7,163.25 monthly)

Q16. Under submittal requirements, # 5 is "Associated Fees." Are you looking for hourly fees for assigned service team referenced in #4? Please share clarification on how #5 varies from proposed compensation under #10.

A16: Please ignore #5.

Q17: Is the County willing to entertain deviations to contract terms such as limits of liability? If not, is there a legal or legislative basis that prevents the County from negotiating terms?

A17: This can be addressed more in depth with finalists based on what deviations are requested.

There are no other changes to the original specifications other than what is changed by Addendum 1.

END OF ADDENDUM #1