



# CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, T: (757) 514-7520; FAX (757) 514-7524

## ADDENDUM NO. 3

City of Suffolk  
RFP #16092-JS  
June 29, 2016

Purchasing Division  
442 Market Street, Room 1086  
Suffolk, VA 23434-5237  
Phone: (757) 514-7520 / Fax: (757) 514-7524  
<http://www.suffolkva.us/purchasing>

The Request for Proposal (RFP) for Consulting Services for Employee Benefits has been amended.

The following questions and answers are incorporated in the bid:

Q1: Who is the consultant today?

A1: The current consultant is USI Insurance Services, Inc..

Q2: The current fee lists \$37,000 as the annual fee. Does the current consultant receive commissions on the ancillary or voluntary products?

A2: No.

Q3: Does the current consultant or the City of Suffolk produce open enrollment guides?

A3: Yes, the current consultant creates an Open Enrollment letter that is an overview with benefit changes, additions, and cost advice for active employees. They also create a letter for retirees with changes, additions, and costs that is mailed to the retirees.

Q4: What role does the consultant play in the open enrollment process, meetings, etc.?

A4: Benefit Consultant may assist in the development of a PowerPoint presentation, handouts if needed, and attend OE meetings with Suffolk staff if needed. Benefit Consultant does the same for retiree meeting as well. The consultant conducts the retiree meeting to include the calculation of new rates as received from Anthem per the renewal as well as presenting other plan options for retirees/city review in the event a plan change is desired.

**Contract Officer:**

  
Jay Smigielski, Purchasing Agent.

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at [jsmigielski@suffolkva.us](mailto:jsmigielski@suffolkva.us)

It is the responsibility of the offeror to ensure that they have read and met the specifications of all addendums in their proposal.