



CITY OF SUFFOLK

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ADDENDUM NO. 2

City of Suffolk
RFP #19103-JS
June 5, 2019

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 Voluntary Benefits for City Employees has been amended.

The following questions and answers are incorporated in the RFP:

Q1: Can we receive the gender and occupational titles in the employee census?

A1: See Attachments 1 & 2.

Q2: Who is eligible for Short Term Disability ("STD") Coverage? Under VACORP only employees hired after a certain date are eligible for benefits offered outside of Virginia's Retirement System ("VRS:).

A2: The City is seeking STD plan for VRS Plan 1 & 2 only. Public Safety employees are in Plan 1 or 2 regardless of hire date.

Q3: What is the City of Suffolk's sick leave policy? Can employees carry forward unused sick leave? If so, how much and what is the maximum?

A3: Sick Leave Plan for VRS Plan 1 & 2: employees accrue 8 hours of sick leave per month and Fire personnel earn 16 hours per month. Employee can carry forward all sick leave from one year to the next with no maximum. Hybrid employees earn Paid Time Off at the rate of 10 hours per month with increases with 5 or more tenure. Hybrid employees can carry forward 120 hours each year of PTO.

Q4: Please describe the current method used for open enrollment.

A4: Employee completes a form if interested in these benefits. The provider contacts employees directly and enrolls them.

- Q5: Will the selected vendor be allowed to conduct group meetings and meet with each employee face-to-face?
- A5: Provider will be permitted to conduct group meetings as part of the open enrollment meetings and employees can ask questions.
- Q6: Please describe any need for employee self-enrollment.
- A6: This can be an option offered by the provider.
- Q7: Please describe any need for call center enrollment.
- A7: This is an option that would be considered.
- Q8: What HR/payroll system is currently being used?
- A8: In 2020 it will be Epicor; however the City is transferring to Munis in 2021.
- Q9: What enrollment technology platform is used? Please describe how that platform would work with the selected to enroll and administer the plans most efficiently?
- A9: Due the changing of the City's HRIS system, employees are enrolled by Human Resources in 2020 and will use Munis Employee Self-Service for 2021. Details how that platform will work is unavailable at this time.
- Q10: If they have a benefits consultant. If so, who is the consultant and will they receive commissions on the proposed voluntary lines.
- A10: The City's benefit consultant is USI Insurance Services. They do not receive a commission.
- Q11: RFP Section 1.0, page 4, Purpose states:
"It is the intent of the RFP to limit Offerors to only those plan designs or programs specified. No other proposed benefits will be evaluated."
And Section 2.0, page 4, Background states:
"Additionally, carriers are encouraged to provide other options the carrier believes might benefit to the City's employees, such as student loan programs."
Please confirm that other benefit options included in proposals will be evaluated.
- A11: The City is not interested in proposals for existing plans that cover medical, eye, pharmacy, EAP, legal services long term disability or COBRA plans. But if the carrier has plans for plans such as pet insurance, student loans or other benefits, the City would consider such optional benefits.
- Q12: The RFP requests proposals for a group voluntary short term disability option with a base plan and a buy up option. In order to simplify benefit elections for employees, does the City have a preferred elimination and benefit period in mind?
- A12: No, the City does not have a preferred elimination and benefit period in mind.

Q13: Can the City provide a copy of the current bill?

A13: See Attachment 3.

Q14: Can the City provide STD experience broken out by month with paid claims vs. paid premium for the past 3 years included?

A14: The policies are individual policies between the provider and the employee. Therefore, City does not have this information.

Q15: Would a quote be considered if we were to mirror the current STD plan?

A15: Yes, a quote that mirrors the current STD plan would be considered, but it would have to be on a group platform.

Q16: Is there an opportunity to quote LTD line of coverage?

A16: Not for this solicitation.

Q17: Will the City accept multiple proposals from the same carrier?

A17: The City will accept proposals with multiple options.

Attachment 1

Attachment 2

Attachment 3

All other information remains unchanged.

Contract Officer:


Jay Smigielski, Purchasing Agent

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at 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.