



CITY OF SUFFOLK

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ADDENDUM NO. 3

City of Suffolk
RFP #19103-JS
June 11, 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 you please provide the total number of eligible participants?

A1: 1272

Q2: What are City of Suffolk's expectations for open enrollment and carrier representation during benefit fairs?

A2: The City desires to the Offeror to provide their ideas and suggestions for carrier representation.

Q3: What are the dates of the annual open enrollment meetings?

A3: TBD, but they are usually held in October. They last for two weeks.

Q4: How many benefit fair locations at the client site are vendors required to attend per year?

A4: One.

Q5: What level of access would be provided by City of Suffolk employees in order to educate them about the new benefits offerings? Please provide an indication, for each of the following options, of what access could or could not be supported:

- a. Mandatory on-site group meetings
- b. Voluntary on-site group meetings
- c. Mandatory individual employee meetings at the workplace
- d. Voluntary individual employee meetings at the workplace

- e. Email communication coordinated through HR
- f. Email communication overseen by HR but delivered from carrier
- g. Embedding product information on company intranet
- h. Embedding product and enrollment election information on benefit enrollment platform (if any is utilized)

A5: The City would provide on-line access and printed materials supplied by the carrier.

- a. No
- b. Yes
- c. No
- d. No
- e. Yes
- f. HR will apply all communications
- g. Yes, in employee Self Service webpage
- h. Yes

Q6: Is there any prominent secondary language needs in the employee population to support benefits communication?

A6: No.

Q7: What benefit administration system/HRIS system does City of Suffolk utilize currently?

A7: Currently using Epicor, switching to Munis January 1, 2020.

Q8: Can you give us some details on the certain payroll/enrollment/HRIS system for new hires or does the enrollment happen once a year?

A8: New hires can enroll within the new hire eligibility period (30 days).

Q9: How do you utilize this system for the current benefits if at all?

A9: Not applicable.

Q10: Will City of Suffolk terminate the payroll deduction slot for the existing AFLAC voluntary plans and require those employees to maintain their policies via home billing if they elect to move forward with a different carrier's plan(s)?

A10: Yes to the first part of the question and No to the second part of the question.

Q11: By "ease of administration," does City of Suffolk desire voluntary benefits online enrollment and/or single payroll slot administration?

A11: Yes.

Q12: Will City of Suffolk require a single-point billing solution if a "best-in-class" offering is approved?

A12: Yes.

Q13: Will City of Suffolk grandfather and maintain payroll deductions for those City of Suffolk employees participating in the current offering? If yes, will these continue on a pre-tax basis?

A13: No

Q14: Can you please provide the total annual premium collected by current carrier for all lines of contracted coverage for the last two years?

A14: This information is unavailable.

Q15: Please describe any plan design changes over the last 5 years.

A15: None.

Q16: Do you anticipate any plan design changes in the future, resulting from labor negotiations?

A16: Non-applicable. City employees are non-union.

Q17: Can the City of Suffolk please provide a copy of the plans' experience?

A17: This information is unavailable.

Q18: Can City of Suffolk please provide copies of plan documents for all current voluntary coverages?

A18: The information is unavailable.

Q19: What forms are required to document DBE contract participation?

A19: There are no forms.

Q20: Can City of Suffolk provide current bill and renewal rates?

A20: This information is unavailable.

Q21: Are you able to provide a full certificate to go along with the benefit summaries? This would be particularly helpful on the Accident plan as the summary makes it appear that the opened and closed fracture amounts are the same.

A21: This information is unavailable.

Q22: How many employees are hybrid employees who would not be eligible for the Voluntary STD plan?

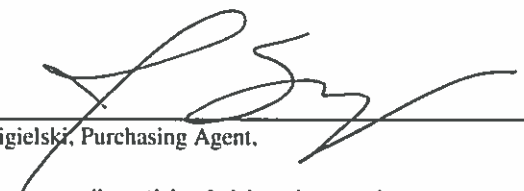
A22: The City has 306 employees under the Hybrid plan.

Q23: Does the census submitted include all employees that are eligible for the proposed VSTD plan? Does it only include VRS 1, VRS 2, public safety employees and exclude hybrid plan employees?

A23: The census includes all employees that are eligible. It only includes VRS 1, VRS 2 and public safety employees and excludes hybrid employees.

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.