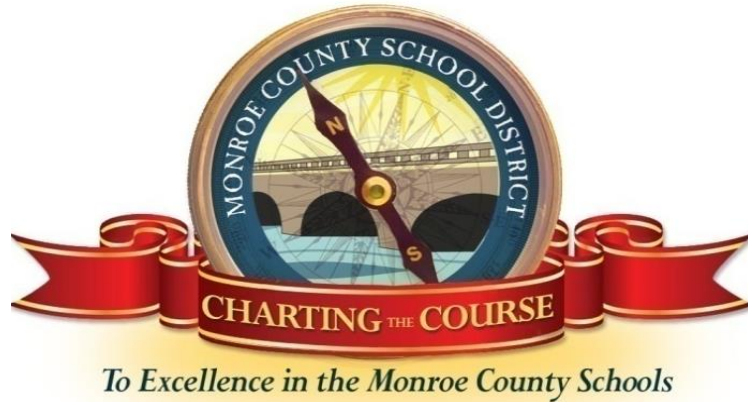


MARK T. PORTER
Superintendent of Schools



Members of the Board

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RONALD A. MARTIN

Bid No: RFP 2017720

Name of Bid: Employee Benefits Section 125 and Voluntary Benefits Administrator, Broker, and Consultant

Post Date: 5/18/2017

Notice Post Time: 3:30 PM

Q&A No.2

1. What payroll system does the school district use? **FOCUS**
2. Please confirm the following:
 - Number of benefit eligible active employees: **Approximately 1125**
 - Number of benefit eligible retiree employees: **Approximately 125**
 - Number of current COBRA participants: **8**
 - Number of new hire notices sent out or anticipated monthly and/or annually: **On an annual basis, approximately 169**
 - Number of qualifying event notices sent out or anticipated monthly and/or annually: **On an annual basis, approximately 168**
3. Please identify the current COBRA administrator: **American Fidelity COBRA/Retiree Division, however, they do not handle the Medical Portion of COBRA or Retirees**
4. Please describe the current enrollment process for COBRA participants: **For Dental and Vision, this is handled by American Fidelity COBRA Division. The Medical Portion is handled by the District in-house.**
5. Regarding the Medical MFSA – debit card, please confirm that you would like a debit card that will support all eligible MFSA expenses. **Yes**
6. On page six, the RFP states “1125 full time, benefit eligible employees.” Later on page six The RFP states Monroe needs 1750 printed brochures. Please explain the discrepancy; for example how many are to be mailed to COBRA, Retirees, and how

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many are extra? This figure is an estimate of booklets needed for open enrollment for all eligible employees at the time and then a supply for new hires during the calendar year. This can be negotiated as once we are completely online for benefits, the need for printed booklets should come down.

7. On page seven, the RFP states the brochure must include all benefits including medical. May the successful respondent be able to request a chargeback/offset from the medical carrier(s) and other vendors for the number of pages to be included in the joint brochure for all benefits? At this time, this is not an option.
8. On page six, the RFP states there are “2 COBRA beneficiaries.” On page 16, in Appendix A – the Census, it appears there are five different dental plans for COBRA recipients. Please explain the discrepancy. The discrepancy is caused by the number in Medical vs. Dental/Vision. Due to being handled by two different departments.
9. On page 12, Part 2 Bullet 2 says to label resumes as EXHIBIT 5; further down it says to label it Exhibit 1 which appears to be correct; please confirm that we should label it. The numbering you are referring to is a numerical ordering of exhibits, with EXHIBIT 5 being the only one, please label the resumes EXHIBIT 5 as requested.
10. What is the value of the current contract? Approximately \$20,000.
11. Are the services being requested in this RFP substantially similar to what is currently being provided? Similar but not as much detail as requested in this RFP.
12. What online enrollment system is currently being utilized for benefits administration? Partial online system that is being used is American Fidelity.
13. Does your current benefits administration system automatically feed to all insurance carriers? To all except one and it does not feed to our current payroll system.
14. The RFP requires a call center be available the entire month of November 7AM-7PM EST, Monday through Friday. Are you requiring all non-business days such as Thanksgiving? No
15. Who is the current broker/consultant of record? We do not have a broker on the District offered benefits. On the Voluntary Benefits, it is American Fidelity.
16. Would you accept a response from two companies partnering together to deliver the services? We would prefer one company.

17. The RFP requests onsite counselors be made available to the employees. Would a response that provides for electronic enrollment and call center support, but no onsite enrollers, be accepted or would this be deemed non-responsive? **This would not be acceptable.**
18. Does the required electronic enrollment services include the enrollment of Medical benefits? **Yes**
19. Are there any other benefits not outlined in this RFP that would need to be included in electronic enrollment services? **No**
20. What are our options for confidentiality? Per Section D, Conditions and Limitations: e) Proposer acknowledges that all information contained within their proposal is part of the public domain as defined by the State of Florida Public Records Law. **We abide by Florida's Public Records Law regarding submitted proposals.**
21. Will you be sending out the claims data for the last two years on dental and vision? **No**