



The Center for Health Care Services

SUBJECT: Request for Proposal (RFP) for Insurance Brokerage Consultant Services, **RFP 2022-004**, Scheduled to Open: **April 1, 2022**; Date of Issue: **February 15, 2022**

FROM: Adam Velez
Sr. Director, Contracting and Procurement

DATE: March 11, 2022

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

1. Change: RFP Attachment E – Added Assurances Signature to checklist.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 010, RESTRICTIONS ON COMMUNICATION:

Question 1: Provide the number of eligible and covered employees in the health plan.

Response: Current 782-958 active employees.

Question 2: Is the Assurances document requiring a signature missing from the Proposal checklist?

Response: Please see updated checklist issued along with Addendum I.

Question 3: Does the RFP include an MWBE/SBE goal or does the RFP simply grant additional points for a Prime contractor who is a certified MWBE/SBE firm?

Response: HUB/SMWVBE points will be awarded to Prime contractor only.

Question 4: Please clarify #15 and #16 on the Scope of Services - Process file feeds on a timely basis, as needed and accurate and Process changes in coverage accurately and on a timely basis.

Response: Vendor will need to have the ability to provide support and assistance in facilitating and ensuring that all file feeds to carriers are processed.

Question 5: Is the Center's plan self-funded?

Response: Yes.

Question 6: Does the current contract compensate the consultant on a flat annual fee, commission or a combination of both?

Response: Current contract compensates the consultant on a flat annual fee.

Question 7: Will the amendment be issued the day before the deadline?

Response: No.

Question 8: Is the stop loss/pharmacy vendor the same a current vendor?

Response: No.

Question 9: Please clarify the consultants responsibility regarding attendance at open enrollment meetings.

Response: The Center is seeking for awarded vendor to bring personnel to assist with open enrollment period.

All other RFP conditions remain unchanged.

RFP documents may be downloaded from <http://www.chcsbc.org/contracting-opportunities/>