



Request for Proposal to Provide Benefit Consulting Services to the City of Montrose

RFP 19-015, Addendum 1

The following information and clarification is provided in answer to questions below:

1. The fee schedule is requesting a proposal for services for the remainder of 2019. The timeline indicates that contact signing would be not be later than the week of July 29, 2019. Should we assume that our fee for 2019 would cover the period of August 1 – December 31, 2019 or some other period? **Yes**
2. Please help us ensure that we completely understand the page limitations required for our response. Is 30-pages intended to represent (30) pieces of paper (double-sided would represent 60 pages of text)? Or is the intention 30-pages of printed text (15 pages double-sided or 30 pages of single sided text)? **30 pages front to back is acceptable**
3. Is it permissible to include resumes for the proposed team in the appendix? **Yes** If so, will resumes be counted toward to 30 page limitation or can resumes in the appendix be excluded from the page count? **They will be excluded from the page count**
4. Thank you helping us understand the support that you anticipate with regards to formal RFPs. For each line of coverage when was your last RFP was issued? **Listed below**. In what year are RFPs required or anticipated over the next 5-year period? **It is usually about every 5 years for Broker Services**

Third-Party Administrator and Network (Medical), 2014
Pharmacy or Pharmacy Specialty, 2018
Dental, 2014
Vision, 2014
Life & AD&D, 2018
Disability, 2018
Stop Loss, 2018
Benefits Consultant, 2014
Other (please specify):



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5. Does your current broker's fee include the cost of RFPs/marketing activities or are these billed separately only in the years in which the services are provided? **It is all included**
6. Please let us know how many days in a calendar year that you anticipate having your consultant participate in meetings with the City? (Please count several meetings in the same day as one for this purpose.) **Once per quarter and 2-days for open enrollment would be an acceptable average**
7. We understand that our fee proposal should be fee based. Can you please confirm for 2019 that there are not any commissions included in your rates across any line of coverage? **There are no commissions as it is fee based.**
8. Can you also confirm whether or not your current consultant is accepting bonuses, overrides or other forms of supplemental compensation (not included in your rates) from your stop-loss or any other carrier or service provider based on the volume of business that includes the business of the City with that vendor? **We are on a flat fee basis and they have told us that they are not receiving any commissions or other compensation.**
9. Please help us understand your current consulting arrangement? Who is/was your last benefit program consultant? When did or would that arrangement end? **Hays Companies. They are our current consultant**
10. Please let us know how many hours or the amount of fee that has been paid over your choice of any past rolling 12, 24 or 36 months period or an annual average of hours for a similar period? This will help us understand the amount of support that has been historically provided. **Please refer back to questions #6 and #8. We expect contact throughout the year.**
11. What significant plan changes are anticipated over the next four years: (i.e. reduction or increase in number of plan choices, new line of coverage, changes in funding, elimination of clinic, tiered or narrow networks, etc.)? **There are none known at this time**
12. How long have you been with your current consultant? **About 5 years**
13. Do you have a multi-year strategic plan in place? If so, can you describe it and how you feel it is supporting your HR and benefits goals and objectives? **The City of Montrose would appreciate seeing your thoughts on this question**



14. Does the City currently provide any health & welfare coverage to retirees (pre-65 and/or post-65)? If yes, approx. how many are covered and do they have a separate plan or do they utilize the current active employees plan? **No, we all have the same plan**

15. Does the City currently employ any union employees covered under a collective bargaining agreement? **No**

16. Do you currently have a wellness program in place? If yes, can you please provide an overview of your current program? **Nothing formal**

17. Do you currently have a benefits committee? If yes, can you describe the benefits committee, who is on it, how frequently they meet, and if they have advisory or final decision-making authority? **No**

18. What is the current City of Montrose/employee medical benefit contribution by dependent status? **See below**

	The City's Contribution	Employee Contribution
Employee Only	\$266.00	\$44.00
Employee + 1 Dependent	\$503.00	\$116.00
Employee + 2 Dependents	\$676.00	\$160.00
Employee + 3 or more Dependents	\$826.00	\$195.00

19. What was the 2019 negotiated medical renewal increase? **\$.84 per employee per month**
What plan changes were enacted and what cost sharing was imposed on employees? **None and employees were not given any additional cost sharing**

20. What strategies has the City of Montrose employed or considered in the past 3 years to keep benefits competitive and contain costs? **We have implemented small ad-on benefits which include items like: Hearing Aids, LFSA, Dependent Care Ortho, increased Annual Maximum for Dental, Breast Pump Coverage, reduced annual medical deductible.**

21. Does the City of Montrose purchase aggregate stop loss coverage? **Yes**

22. Does Montrose participate in a pharmacy rebate program? **Yes**

23. Does the City of Montrose have a current wellness program or provide rewards or incentives to employee medical cost sharing for biometric screening, fitness device, tracking, etc.? **No**



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24. What format/materials or benefit guides does the City of Montrose distribute to employees during open enrollment and new hire orientation? **Benefit Enrollment Guide; Benefit Fair with paper enrollment**
25. What type of compliance resources and services does the City of Montrose currently receive from your incumbent broker? **Compliance related electronic email updates; access to website and HR personnel and Broker for assistance with any questions that may come up**
26. What type of benefit benchmarking does the City of Montrose utilize to evaluate the competitiveness of your plans and premium rates? **The answer to this is unknown/none**
27. What data analytic platform/reporting resource outside of UMR does the City of Montrose receive from your incumbent broker? **Monthly Financial Report with additional explanations**
28. Has the City of Montrose performed a dependent audit in the past 5 years? **Yes**
29. Has the City of Montrose performed a claims audit in the past 5 years? **No**
30. What are some of the significant goals the City of Montrose would like to accomplish regarding your HR and benefits program in the next 3 years? **The City of Montrose would appreciate seeing your thoughts on this question**
31. What are the most important attributes Montrose is looking for in your next insurance broker/partner? **Availability, Assistance/Support with Implementing Programs, and Thoughtful Ideas for Improving Programs**
32. Has Montrose recently completed an employee engagement and benefit survey? **No**
33. What are the three largest most important challenges facing Montrose in recruitment and retention of employees? **Wage, Western Slope Location and Affordable Housing**
34. Question #2 - The "Scope of Proposal" section references "the City's Total Rewards Strategy". Can you please explain what is meant by "Total Rewards Strategy"? **This is referring to ensuring we have strategies to enhance recruitment and retention of employees**
35. Question #23 – So that we can properly price our service fee, can you please clarify if the awarded consultant would be appointed for all lines of employee benefits (i.e. Health, Life, Disability, Dental, Vision, etc.) as described in the "Plan Information" section of this RFP? **Yes this is the case**



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36. Could you send over a spread sheet in excel format with a census for the city to include the following information: Employee Name, Employee Date of Birth, Employee Gender, Employee Date of Hire, Employee Position with the City, and Employee Annual Salary (for Long Term Disability and Term Life Coverage) **This information will be provided upon selection of Broker, however; we have attached the SBC for additional information on the City of Montrose**
37. Can you provide a current copy of your benefits booklet for the employees? **Yes. Attached to this Addendum**
38. For the disability coverage can you please provide any paid claims experience the city has had over the last 2 years (monthly or annually) along with a lives rate history for the past 2 years and any plan changes you have had with the disability coverage over the past 2 years? **This information will be provided upon selection of Broker**
39. Can you share with us why the City has chosen to evaluate new options at this time? **It is prudent to do an RFP about every 5 years**
40. Can you share the name of the City's current benefits broker? **Hays Companies**
41. Were you a part of the last broker evaluation, and if so, what conclusions were reached in your decision to partner with your current broker? **I was a part of the last broker evaluation. We picked the Broker that was the best fit for our organization, provided the best value for services and the thoughtful recommendations**
42. What areas, if any, do you feel your current broker partnership is lacking expertise or resources? **The City of Montrose would appreciate seeing thoughts on what you have to offer in reference to this question**
43. How long has the City been self-funded? **For over 25 years**
44. How are the current medical plans performing? **They are Performing Well**
45. Does the City have an interest in implementing a wellness program? **Not at this time**
46. What technology system/s do you have in place to support the City for payroll, HRIS and Benefits Administration? **Caselle Connect is the only system we currently use**