



**ADDENDUM #001**  
**486-2022 Employee Benefits Brokerage and Consulting Services**

**Date: November 8, 2021**

**Solicitation: 486-2022 Employee Benefits Brokerage and Consulting Services**

**Replies Due: November 18, 2021, at 2:00 P.M. EST**

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**Please be advised that the changes below are applicable to the original specifications of the above-referenced solicitation. Added or new language to the ITN is highlighted in yellow, while deleted language has been stricken.**

**This Addendum includes the following revisions:**

**Change No. 1:**

A revision to Section 1.4(j)(3), Mandatory Responsiveness Criteria.

**Section 1.4 (j)**

3. The Respondent's Reply shall demonstrate that it has experience in providing benefits brokerage services to at least three (3) accounts **of similar size and scope as the District** ~~with 1,000 or more employees~~, preferably public sector;

**This Addendum also includes the Board's written answers to the timely written questions received. All referenced attachments are posted at: <https://www.leonschools.net/Page/4411>**

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**Responses to Written Questions  
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Question	Answer
1. Can you please send me the current contract with the current vendor? The link in the ITN takes you to the previous RFQ.	The requested document is available at: <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a>
2. How should we note the compensation on the benefits other than Health and Life Insurance (outlined in Section 1.2.a) as we respond on the attachment I Rate information sheet?	Please include the compensation for other proposed benefits on a separate sheet and submit along with the Cost Reply.
3. Can you also tell us what the current annual commission total received by the current provider of these services is?	The total commission received by the current broker in the most recent plan year, October 1 – September 30, was approximately \$450,000.
4. Regarding electronic submissions, does the District want five flash drives each (10 total) for the Technical and Cost proposals, or Technical copies 1-5 on one flash drive and Cost copies 1-5 on a second flash drive?	As detailed in Section 1.5 of the ITN, Respondents should include one flash drive for each physical copy of the Technical Reply and Cost Reply submitted, for a total of 5 flash drives of the Technical Reply and 5 flash drives of the Cost Reply. Additionally, if there is any confidential information included in the Technical or Cost Reply, one redacted version shall be included on a separate flash drive clearly marked as "Redacted <Technical or Cost> Reply." Only one flash drive of the redacted version is required for the Technical and the Cost Reply, as appropriate.
5. What wellness programs are currently in place?	Leon County Schools does not have an official wellness program; however, we do have a gym available to employees located at Lively Technical College.
6. Please provide the School Board's current contract with their broker including scope of services and fees/commissions.	Please see the answer to Question #1.
7. Are the current consultant's scope of services the same as the scope of services listed in the ITN?	No, there are some enhanced reporting requirements in this solicitation. For more specific differences, you may compare the ITN with the current contract for differences in scope. Please see the answer to Question #1.
8. How long has the current consultant provided services to Leon County Schools?	The current broker has been with Leon County Schools since May of 2007.
9. What is the current consulting fee?	Please see the answer to Question #1.
10. Does the current broker provide a call center? If so, a. Is there an additional fee? b. Does it include telephonic and email options year-round?	The current contractor provides telephonic and email support options year-round for no additional fee.
11. Do you currently receive reports as stated in the ITN?	The current contract does not have the same reporting requirements. As noted in the ITN document, the Board is interested in executing a contract that supports proactive communication and transparency.

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12. Please provide the most recent claim reports for the past 36 months	The reports received from our current provider CHP have been marked as proprietary and confidential. Therefore, the District cannot release these reports per Section 119.0713, Florida Statutes.  All other requested reports are available at: <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a>
13. Do you receive claim and utilization reports for dental, disability, etc.? If yes, please provide most recent reports.	Please see answer to Question #12
14. Please provide the most recent renewal, supporting documents and consultant recommendation.	Please see the answer to Question #1.
15. Is there a wellness program integrated with the health plans	Please see the answer to Question #5.
16. Please provide the most recent SBC for each health plan.	The requested documents are available at: <a href="https://www.leonschools.net/Page/4411">https://www.leonschools.net/Page/4411</a>
17. Is there a group Medicare plan offered to the retirees?	Yes, please see the current Benefits Guide referenced in Section 1.2 of the ITN.
18. Are the Cyclone Benefits System services a direct contract with the School Board? What is the cost?	No, the system is provided through the current benefits brokerage contract.
19. If your broker is providing / paying for this service does the broker receive a subsidy from the carriers?	Yes, the current broker maintains the contract for the system. The District's understanding is that the cost of the system is shared between a carrier and broker commissions.
20. Does your broker provide and pay for COBRA administration?	COBRA Administration is provided by a third party and paid for by the Board.
21. Per the ACA 85/15 rule for large groups, has the School Board received a medical loss ratio (MLR) rebate check from UHC during the past two years? If so, please advise the amounts received?	No, we have not.
22. Is the ACA annual reporting completed and reported manually or via a reporting system? Please provide details and cost.	ACA annual reporting is completed via a reporting system by the LCS Benefits Department. Employees are given a choice between paper and electronic 1095C forms. The cost for paper form is provided by the District.
23. Does the School Board receive wellness funds from Capital Health Partners? If so, what is the amount?	No, not related to employee wellness.
24. Does the School Board offer Medicare Retiree Plans?	Please see the answer to Question #17.
25. How many Medicare Retirees are on the School Boards employee group plan?	Currently there are 1,253 Medicare retirees on the LCS group plan, including their covered spouses.
26. Performance Reporting - Please provide the most recent report issued by the Contract Manager.	There have been no documented or formalized performance concerns with the current contractor issued by the District's Contract Manager.
27. Is the current Broker/Agent of Record, Hub International/RGV included in the ITN process and what is their role?	This is an ITN for benefits brokerage services. Our current contractor is welcome to participate in submitting a Reply for consideration. They have not been involved in the ITN process in any capacity.

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<p>28. How long has the current Broker/Agent of Record been providing services to LCS? Are there any satisfaction issues or concerns with the incumbent?</p>	<p>Please see the answer to Question #8 and #26.</p>
<p>29. Please confirm how the current Broker/Agent of Record is compensated, i.e. fees, commissions, or a combination of both? Are there additional fees paid to the Broker/Agent of Record? Please identify the current compensation arrangement in full.</p>	<p>Please see the answer to Question #1.</p>
<p>30. Are commissions currently built into all the products; if so, please identify by product below?</p>	<p>Below are the commissions per benefit offering:          CHP Medical- 0.5% of premium          Florid Blue Medical- 0.5% of premium          Blue Dental Choice- 7.5 % of premium          Avesis Vision- 10% of premium          Standard Group Life- 10% of premium          Standard Voluntary Life- 15% of premium          Standard Long-Term Disability- 15% of premium          Standard Short-Term Disability-15% of premium          Standard Accident- 8% of premium          Standard Critical Illness- 8% of premium          Standard Hospital Indemnity- 6% of premium          Chubb- 7% of premium          LifeLock- 10% of premium</p>
<p>31. Is it your expectation that the awarded consultant will receive compensation via commission on all current products and newly added?</p>	<p>Please see Section 2.6 of the ITN. The Board is seeking innovative, creative, and economically efficient compensation models from Respondents.</p>
<p>32. Is your current Broker/Agent of Record providing the same services as listed in the Scope of Services of this ITN? How would you rate the current Broker/Agent of Record on a scale of 1 – 5, with 5 being very satisfied? Would you refer their services to another public employer of your size and complexity?</p>	<p>Please see the answer to Question #11. As we are currently engaged in an open procurement, it would not be appropriate for the Board to consider or provide recommendations. However, there have been no documented or formalized performance concerns with the current contractor, and they are invited to participate in this ITN by submitting a Reply for consideration.</p>
<p>33. Are there key drivers to this ITN other than what you have outlined, such as significant benefit changes or major benefit initiatives?</p>	<p>Please see Section 2.5 of the ITN for the Board's goals and objectives.</p>

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34. Since the medical plans, CHP and Florida Blue are currently fully funded, is the District looking to enhance/modify plans and consider alternative funding platforms to engage costs containments and savings or looking for premium rate reductions from current or other fully funded carriers?	While the Board is not currently interested in a self-funded model, we are looking to consider all innovative and creative solutions from interested vendors, including creative plans, rate structures, cost containment strategies, etc.
35. Please confirm the effective date for all insurance plans.	Please see Section 2.3 of the ITN for the coverage period sought by the District.
36. Please confirm the plan year for all types of insurance.	The plan year runs October 1 <sup>st</sup> – September 30 <sup>th</sup> of each year.
37. For retirees included in these services, please provide the number of retirees and explain how their premiums are collected/remitted and how they are enrolled in their benefit selections – paper or online?	Currently, the District has 1,954 retirees receiving coverage (not including their spouses). Premiums are collected through their retirement check or ACH. Retirees enroll in their benefits selections via paper with our Leon County Schools Retirement Analysts.
38. What enrollment or benefit admin. system is currently in place? How is the cost covered and are there any satisfaction concerns?	The District currently uses the Cyclone benefits administration system by Total Benefit Solutions (TBS). The current broker pays for the system. There are no satisfaction concerns.
39. Please describe your current enrollment process: enroller assisted, group meeting, etc. and timeframe?	New hires are enrolled through the current broker via telephone. During Open Enrollment, employees can self-enroll, contact the call center, or contact the broker’s representative via telephone.
40. Please identify any outsourced services the current broker/agent of record provides and how is the cost covered– by District or by broker and what is the current cost?	Please see the answer to question #38. The current broker provides no other “outsourced” services.
41. Who will serve on the selection committee in evaluating submitted proposals to this ITN?	The ITN process includes both an Evaluation Team to review and score the initial Technical Replies and a Negotiation Team to conduct negotiations and make a recommendation for award. Members may serve on both teams. The District has not yet finalized the team members; however, they will represent expertise in the subject matter, business, negotiations, and finance, as deemed appropriate by the District.

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42. Please provide a participation census as follows (table format provided):			Please see the requested information in the table below.		
Type of Coverage	Carrier(s)	Group/Individual	Commission	# of Enrolled Active Employees/Retirees	Annual Premium
Medical	Florida Blue	Group	0.5%	67 Active/92 Retiree	\$1,206,977.32
	Capital Health Plan (CHP)			2,846 Active/1,137 Retiree	\$39,065,390.57
Vision	Avesis	Group	10%	1,453 Active	\$167,391.44
Dental	Florida Combined Life	Group	7.5%	2,564 Active/838 Retiree	\$1,953,150.47
Basic Life (covered by the Board)	The Standard	Group	10%	4,219 Active/1,186 Retiree	\$435,271.75
Life & AD&D (Voluntary)	The Standard	Group	15%	1,026 Active	\$361,937.50
Disability (STD/LTD)	The Standard	Group	15%	STD 698 Active	STD \$235,710.68
				LTD 579 Active	LTD \$104,742.72
Accident	The Standard	Group	8%	640 Active	\$175,043.88
Critical Illness/Cancer	The Standard	Group	8%	746 Active	\$214,095.60
Lifetime Benefit Term Life	CHUBB	Group	7%	58 Active	\$39,500.92
Hospital Indemnity	The Standard	Group	6%	309 Active	\$65,688.32
Identity Theft Protection	Lifelock	Group	10%	277 Active	\$43,555.44
43. In Section 1.2.b, the link directed us to RFP 415-2018, but it did not contain the current contract. The link on the Leon County Purchasing site did the same. Can you upload the current contract?			Please see the answer to Question #1.		
44. If not included in the above contract, can you provide current commissions by line, including voluntary products?			Please see the answer to Question #30.		
45. In Section 2.4, Contract Terms, the initial term of the contract is stated as Three (1) years. Can you clarify? Does that mean it can be non-renewed in each of the first three years or is it a typo?			The intended initial term of the contract is three (3) years, meaning that the Board intends to sign a contract for three (3) years of services, unless terminated earlier based on a termination provision. After the initial three (3) year term, the Board may renew the contract for up to three (3) years or portions thereof.		
46. How long has LCS been with Capital Health Plan and Florida Blue?			The District has used Capital Health Plan as a carrier since 10/1/1986, and Florida Blue as a carrier since 10/1/2007.		
47. How often have you procured each line of coverage?			The District currently procures health insurance every three (3) years. Other lines of service are procured as needed.		

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48. Outside, the Selerix Cyclone technology and 15 page Benefits Guide, Please describe current the Open Enrollment process and Communication Strategy – i.e., meetings, collateral, etc.	The LCS Benefits Director sends multiple emails to District employees and posts all information on the District website. In addition, postcards are provided and mailed to the homes of our employees by the current broker. The LCS Benefits Director also calls the employee's phone number on file three different times during Open Enrollment.
49. Is Benefits Administration support required in connection with ITN? Similarly, is a medium consistent with BenefitSpot required?	Yes, Benefits Administration support is required. A medium consistent with BenefitSpot is not required; however, the District is open to new and innovative solutions.
50. Can you provide recent quarterly data trends/recommendations and reports outlined in Section 2.8.e?	No, these reports are not required in our current contract.
51. Is there a Benefits Committee and if so, how often do they meet?	Yes, the LCS Employee Benefits Committee meets annually, with more frequent meetings as needed.
52. How often would we support Board meetings and workshops?	Board meetings and benefits committee meetings are supported as needed, usually a few times a year.
53. Please confirm that the District's medical and dental programs are fully insured.	Yes, both programs are fully insured.
54. What is the current total enrollment in the Florida Blue plans versus the Capital Health plans?	<p><b><u>Active Employees (not including dependents)</u></b>  Capital Health Plan (CHP) – 2,847 Florida Blue – 66</p> <p><b><u>Retirees (not including dependents)</u></b>  CHP – 1,137 Florida Blue - 92</p>
55. Please outline the current broker compensation and commission rates by line of coverage.	Please see the answer to Question #30.
56. Who currently prepares and distributes the annual required notices (Page 12 of RFP)? Are they currently mailed, emailed or posted to some intranet or district online enrollment system?	The current broker prepares the required annual notices. The District distributes them via email and postal mail.
57. Describe current wellness initiatives offered to members. Does the District receive carrier wellness funds or funding from current broker? If so, how much?	Please see the answer to Question #23.
58. Does District currently use enrollment/eligibility system? Which one? If not, how is open enrollment conducted each year? Is District open to option with enrollment system?	The District currently uses Selerix provided by Total Benefit Solutions. The District is open to options with the enrollment system.
59. How many representatives/enrollers are utilized for the District's annual open enrollment?	The current broker provides 1 or 2 enrollers; however, Total Benefit Solutions provides a call center.
60. Are there any district specific programs or networks currently utilized in addition to carrier coverage?	No.

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61. Does the District operate, or through a third-party clinic provider, offer medical services through an onsite or near-site employee health center?	While the District has partnered with the Florida Department of Health and third-party providers to provide staff with COVID-19 vaccines and testing, no other medical services are provided in a District-specific employee health center.
62. Page 19 Prior Work Experience – Please clarify what is meant by "census of those covered (broken out into members and dependents, active and retirees, as applicable?" As agent/broker for over 100 governmental contracts, some of which are fully insured, retiree and dependent information may not be available in detail.	Please provide the available detail per Section 3.1 of the ITN. For requested information that the Respondent cannot provide, they should explain what information is unavailable and why.
63. Given that there are qualified firms like Capital Risk Management, that are local, creative, innovative, and tech savvy, and that have an in-depth knowledge of the industry and strong relationships with the carriers, would Leon County Schools ("LCS") consider amending the ITN to allow firms that service accounts smaller than the 1,000-employee (x3) accounts required under the Mandatory Responsiveness Criteria?	Please see Change #1 of the Addendum.
64. If my firm designates a trade secret in its reply, can LCS use that information even if my firm is not selected?	Information identified as trade secret or confidential will be handled following Section 119.0713, Florida Statutes.
65. Does LCS anticipate awarding multiple contracts; e.g., one for health and life, and one for dental, vision, and ancillary coverages?	Please see Section 2.3 of the ITN. Currently, the Board anticipates awarding a single contract; however, we reserve the right to award multiple contracts or reject all replies.
66. Will the awarded firm be expected to assist with Medicare enrollments?	No. Medicare enrollments are a collaboration between the carriers and the LCS Retirement Analysts.
67. How and when will the awarded firm be compensated initially? Will payment come from the carriers or LCS?	Respondents are required to submit compensation information with their Cost Reply. Innovative solutions and alternate compensation models may be submitted in Tab F of the Respondents' Reply. Any further discussions regarding compensation will occur during the Negotiation Phase of the ITN process.
68. Are there specific deficiencies in the performance of any of the health care companies servicing your population? Please explain.	There are no identified deficiencies with our current carriers; however, we are looking to expand and improve our benefits offerings specifically focusing on the goals and objectives detailed in Section 2.5 of the ITN.
69. Are there specific deficiencies in the performance of the incumbent broker? Please explain.	Please see the answers to Questions #28 and #32.
70. What are the current commission rates contracted per the chart in Attachment I on page 40 of the current RFP?	Please see the answer to Question #30.