ADDENDUM # 1

Bid Questions and Clarification: Marin Community College District

Questions for Marin Community College District

1. What time and day are the RFP’s due for Benefits Consulting Services?
   
   This RFP is due by 5:00 p.m. Tuesday October 15, 2013.

2. Why is the District requesting proposals for Benefits Consulting Services at this time?

   The benefits market has changed over the last 3-4 years and the District has the right to seek favorable market conditions at any time to make sure we are being good stewards to the tax payers of Marin County.

3. Is the District currently satisfied with the services from your current Broker/Consultant?

   No, the District seeks the best rates possible in the current market.

4. What 3 things does the District value most when working with a Broker/Consultant Partner?

   • The District values annual planning of benefits strategy and communications
   • Annual Benefit Fairs and Communications;
   • On-line enrollment/de-enrollment, technology and broker customer service number for employees to call (Health Care Advocate)

5. Please confirm the current method of compensation to current Broker/Consultant.

   The District pays a flat fee to the Broker; however, compensation due to the consultant is reduced by any commission received on behalf of the District’s Medical, Dental, and Vision carriers.

6. What is the total annual compensation paid to current Broker/Consultant?

   At the time agreement began, the current broker was compensated $54,000 with a 2% COLA in subsequent years.

7. Please provide enrollment by health plan by actives, non-Medicare and Medicare retirees.

   Fiscal or Keenan should provide this

8. What is the change in distribution between enrollment in the Kaiser and the non-Kaiser health plans for actives, non-Medicare retirees and Medicare retirees over the last three plan years?

   Get this from Keenan
9. Is there any plan to alter the District’s current contribution strategy?
   
   To be determined based on variables (impact of ACA, proposed market rates and negotiations, budget etc.)

10. Does the District currently participate in any wellness programs or initiatives? If so, please describe.

   No program in place currently.

11. How does the District handle enrollment? Online or paper?

   The District currently handles enrollment with paper. The goal of the district is to move toward an online platform with the successful vendor.

12. Does the District currently have a benefits web portal or intranet?

   The District does not have a benefits web portal that is accessible to employees but is eager to move in this direction.

13. Does the District have an established Benefits communication strategy? If so, what does the strategy entail?

   No, it is currently being defined.

14. Will the Broker/Consultant be responsible for drafting open enrollment materials and other participant communications? Will the printing and mailing of these materials be required under this contract?

   Currently, the District is responsible for open enrollment and other participant communications. In addition the District has also been responsible for the printing and distributing, if applicable of this information. This is not an acceptable arrangement given technology options for communications.

15. How many meetings would the selected Broker/Consultant be expected to attend during a twelve month period, and are the meetings with staff with the Board, or with employee groups?

   The District expects 6-8 meetings with the district staff with at least 1 of these meetings with the board during the contract approval process.

16. Does the District have an established Benefits Committee?

   Yes.

17. What are the planned major activities for 2013-2014?

   To be determined by newly formed Benefits Committee.
PROPOSAL #13-0916 EMPLOYEE BENEFITS INSURANCE BROKER AND CONSULTING SERVICES FOR THE MARIN COMMUNITY COLLEGE DISTRICT

18. What are the top 3 Health and Benefit issues facing the District?

   Implications of ACA, demographics, communication/health wellness programs.

19. Can we complete the required “Consultant Questionnaire” in our format, keeping the questions and responses in the same proposed order?

   The District would not recommend taking this approach, but will not reject a proposal as long as the questions and responses are in the same order.

ADDENDUM # 1
Bid Questions and Clarification: Marin Community College District

Proposals due 5:00 p.m. Tuesday, October 15, 2013,

Acknowledge receipt of these bid clarifications below and return via e-mail to buyer@marin.edu or via fax to David Erlenheim at (415) 883-3261.

Name of Company: ____________________________________________________________

Signature of Individual authorized to sign for company: _____________________________

Name Printed: ________________________________________________________________

Date: _____________________________