



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE**

Purchasing Department

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www.sedgwickcounty.org/finance/purchasing.asp

ADDENDUM 2

RFP #21-0047

EMPLOYEE ANCILLARY BENEFITS – COBRA ADMINISTRATION

August 10, 2021

The following is to ensure that proposers have complete information prior to submitting a proposal response. Here are clarifications regarding our request.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

1. Will the “Additional Representations for FEMA Funded Projects” apply to this particular RFP?

Answer: No.

2. Will the bidder for this particular RFP be required to complete the FEMA Certifications?

Answer: No.

3. Regarding contract terms, our response to the RFP will include a copy of our standard Master Services Agreement (MSA) containing the terms under which we do business with all clients. We recommend using this because it precisely addresses, describes and supports the issues specific to and relevant to providing the services proposed. We would most likely be able to agree to include all Mandatory Contractual Provisions, and we are also open to reviewing certain specific provisions of your Sample Contract and General Contract Provisions for possible inclusion in the negotiated agreement. Is this approach acceptable?

Answer: Yes.

4. We also offer HSA product with \$0 monthly admin PAPM fee if the County will allow us to include with our proposal.

Answer: The county is not bidding the HSA currently.

5. Is the county looking for a COBRA administrator for just ancillary plans?

Answer: All COBRA eligible benefit plans.

6. How many HR locations are responsible for COBRA Administration?

Answer: One (1) location.

7. What is the estimated number of administrative users or HR contacts?

Answer: Five (5).

8. How many insured employees?

Answer: 2,500.

9. How many COBRA active and pending participants are there currently?

Answer: There are 28 total.

10. What is the average number of COBRA qualifying events per month?

Answer: The average is 65.

11. What is the average number of new hires per month?

Answer: The average is 55.

12. How many qualifying events have been processed in 2020 so far?

Answer: 240 events have been processed.

13. How many qualifying events were processed in the prior year?

Answer: 496 qualifying events were processed.

14. Are there any plans for downsizing?

Answer: The county has no plans to downsize at this time.

15. What are the current Retiree participation statistics?

Answer: 135.

16. How many plans are within the scope of this RFP (example: EAP, dental, cancer, etc.)? Please list their renewal dates.

Answer: Four (4) Medical, Dental, Vision, FSA all with a 1/1/2022 renewal date.

17. How many insurance carriers providing plans?

Answer: Four (4).

18. What is the current pricing for COBRA administrative services? (Example: Per Eligible Employee per month (PEPM) or Event Drive).

Answer: Open enrollment + \$5.00 per packet mailed, COBRA/Retiree service PEPM per emp per month 50 cents, 2% admin fee retained by Navia.

19. Does the awarded vendor retain the 2% administration fee?

Answer: Yes.

20. Why is the county going out to market? Are there specific pain points that need be addressed?

Answer: The current contract is expiring.

21. Will detailed evaluation feedback and scoring be released after the award has been made?

Answer: The county has an evaluation score as provided in the RFP. The county will not publish the evaluation score, but will publish the winner table.

22. Are you the right contact for this information?

Answer: The contact for the RFP responses is Joseph Thomas, Purchasing Director, Sedgwick County.

23. Are you looking for a vendor to carry out open enrollment for the COBRA population?

Answer: Yes.

24. Are you looking for a vendor to conduct open enrollment for the 2022 plan year?

Answer: Yes.

25. Please supply a sample data file.

Answer: A sample data file will not be provided at this time.

26. How many years of archived information needs to be transferred to the awarded vendor?

Answer: Three (3) years.

27. Please provide the following additional dates to your RFP timeline.

Answer: Please refer to the timeline in the initial release of the RFP.

28. Can we combine RFP responses when bidding out two (2) services ? i.e...FSA and COBRA

Answer: Each RFP will be evaluated separately.

29. Does Sedgwick County utilize a ben admin/HRIS system? If so, who?

Answer: The county has an internal system that feeds over to SAP payroll system.

30. I'm sure you can relate – all of us here have transitioned to work-from-home for the foreseeable future due to the COVID-19 situation. We strongly prefer to refrain from sending any physical copies or USB proposals during this time in accordance with best practices regarding COVID-19 and to keep ourselves, consultants, and clients safe and healthy. Can you confirm if Sedgwick County will accept electronic-only submission via email in light of the current situation?

Answer: The county requires a hard copy and one electronic file for responses to this RFP.

31. Could a copy of the “Census Information – Active, Retirees, & COBRA participants of June 7, 2021” attachment be provided?

Answer: Included in Addendum.

Submittals are due **NO LATER THAN 1:45 pm, CDT, Tuesday, August 24, 2021**. Late proposals will not be accepted and will not be considered for award recommendation.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE.

Joseph Thomas

Joseph Thomas, CPSM, C.P.M.
Purchasing Director

JT/lj