

ADDENDUM NO. 1

RFB NO: 184376

DATE RFB DUE: May 20, 2019

TIME: 2:00 p.m.

DEPARTMENT: Human Resources

COMMODITY: **Benefits Eligibility Audit**

QUESTIONS AND ANSWERS

The answers to all questions received are attached.

(SIGNED)

COMPANY:

PLEASE SIGN ONE (1) COPY OF ADDENDUM AND RETURN TO THE PURCHASING DEPARTMENT WITH YOUR SEALED PROPOSAL (mail to Purchasing, Attn: RFB 305505 – Dependent Eligibility Audit for City of Chattanooga Health Plan, 101 E. 11th Street, Chattanooga, TN, 37402).

RETAIN A COPY FOR YOUR FILES.

Q&A for RFB #305505 – Dependent Eligibility Audit

Q: On page 4 it states that, “The City also asks for bids to be submitted directly by bidding carriers and not Advisors, Brokers or Consultants.” We are a Human Resources and Benefits Consulting firm. However, we have our own Dependent Eligibility Verification (DEV) solution. We would not be using a subcontractor or partnering with any carriers to provide the requested services. We have conducted DEVs for other public sector entities. Will we be allowed to provide a proposal?

A: Yes. Please proceed with a bid proposal.

Q: On the third page of the Bid Solicitation in the “Quantity” column it states “50000.” Does this indicate that your budget to conduct the audit is \$50,000?

A: This is an auto populated field and was not intended to be part of the bid request.

Q: Since our response is assumed to be subject to Open Records/Freedom of Information Act requests, may we send a redacted version of our response as an additional copy?

A: Yes, you can submit the redacted copy as well. Please ensure that this copy is clearly marked as redacted.

Q: May we be provided with a better understanding of timing to conduct the audit? When did you want to consider the audit to actually be live by?

A: Our timeline is not set but we desire to start and complete the project in Fiscal Year 20. That is between the dates of 7/1/19 and 6-30-2020. We would like to start the project in the early fall of 2019 but are open to consider more options.

Q: Are we doing retirees as well as actives in a combined audit, and if so is eligibility the same for both groups?

A: The request is for the City’s active employees only.

Q: Do you have a Cost per dependent so that we can provide you an estimated ROI?

A: The average claim cost is \$363.

Q: Do you want to Alert your population prior to the audit?

A: Yes. This should be part of your communication plan.

Q: Should we include CAM- Claims and Appeals Management- in our costs?

A: Yes.

Q: May we confirm the DCE count please? (Dependent Covering Employee) meaning how many employees carry one or more dependents? We are estimating 2158 from the RFP, is this number correct?

A: The spreadsheet can be filtered under “contract type” but that amount is 1382.

Q: On the Bid Solicitation form (page 3), it indicates “Quantity 50,000” – is this number applicable to the RFB? If so, what does it mean?

A: This is an auto populated field and was not intended to be part of the bid request.

Q: On page 6 under “Background”, it indicates there are 2,158 active employees. How many of these active employees are covering dependent(s)?

A: The spreadsheet can be filtered under “contract type” but that amount is 1382

Q: On page 7 under “Quantity and Format” it asks for one original and two copies with one electronic copy. On the cover page, it asks vendors to submit two signed copies of the bid forms. Should we submit two original copies of the bid forms and proposal with two copies? Please clarify.

A: Two signed copies and one electronic copy will suffice.

Q: Could you please let me know the Average monthly premium contribution the employer allocates per dependent?(if you don’t have this, we can use \$287 per dependent per month from a Kaiser Family Foundation report) to estimate the ROI.

A: The average claim cost is \$363.

Q: Would you like us to build in Commission for Russ Blakely & Associates, LLC. Or would you like this quoted Net of Commissions?

A: Net of commissions please.