



ADDENDUM NO. 2

Date: June 6th, 2024

To: All Interested Parties

From: Alessia Bencomo, Procurement Specialist
Village of Palmetto Bay
9705 E. Hibiscus Street
Palmetto Bay, Florida 33157

Re: Request for Proposal No. 2024-43-016
Employee Benefits Broker/Agent of Record

This Addendum forms part of the Request for Proposal (RFP) Package advertised on April 30th, 2024, and with a proposal opening date of June 10th, 2024, with any amendments and/or additions noted below.

Question No. 1: Is the Village able to provide any current plan designs and current rates and renewal rates for your current offerings for all products offered?

Response: *Please find attached the Village's plan design and current rates. We do not have renewal rates at this time.*

Question No. 2: Is the Village able to provide last year's benefit renewal and share the current agent's compensation?

Response: *Please find attached last year's benefit renewal and the current Company's compensation.*

Question No. 3: Can you provide a copy of your Employee Benefits Guide that shows details of the insurance products currently offered?

Response: *Please reference the attached benefits guide for the Village.*

Question No. 4: Can you provide the current rates for these insurance products?

Response: *Please reference the attached benefits guide for the Village.*

Question No. 5: It appears that your current benefit offering includes – Medical, Medical Gap, Dental, Vision and Basic Life with AD&D. Are you open to offering some other products on a voluntary (payroll deduction) basis that may be of value to your employees?

Response: *The Village already offers voluntary benefits and are open to discussion on that.*

Question No. 6: How are your annual enrollments currently conducted? Do you use an electronic enrollment system?

Response: *Electronically in-house, however, carriers require paper copies for new members or changes.*

Question No. 7: Who is your current broker, what services do they perform and how are they currently compensated for their services?

Response: *PRIA- \$22,500 annually.*

Question No. 8: On Page 16, Section C. You ask for responses to this request small be in one volume. Can you elaborate on what you mean by “one volume”?

Response: *Please submit all the information in a single binder.*

Question No. 9: #16. Do you provide an annual cost estimate to your clients based on expected service utilization?

Is the Village referring to cost estimate as in broker compensation? Or is this pertaining to cost estimate of health insurance renewals based on expected utilization?

Response: *The Village is referring to both.*

Thank you,



Alessia Bencomo
Procurement Specialist

ACKNOWLEDGEMENT OF ADDENDUM SOLICITATION



Amendment/Modification No: 2

Amendment of RFP No: 2024-43-016

Title: Employee Benefits Broker/Agent of Record

Name of Company _____

Date Addendum Received _____

Total Pages of Addendum including Acknowledgement 3

Print Name _____

Signature _____

All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Proposal shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all proposals. This acknowledgement form must be included in the response and failure to sign and submit this form may result in rejection of your proposal.