



**Cherokee County Board of Commissioners  
Purchasing Department  
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**ADDENDUM ONE**

Solicitation: 2017-144  
Addendum Release Date: October 23<sup>rd</sup>, 2017

The following questions have been received and are listed in listed in black. The answers to each question are listed in red.

1. How many new hires does the County average each month?  
➤ Answer: The average number of full-time new hires over the last 24 months is 16.83.
2. Will the current Colonial products no longer be payroll deducted if a new carrier is selected (as is traditional)?  
➤ Answer: Colonial has been notified that the County's intent is to stop payroll deducting the current individual policies as of 12/22/2017.
3. What will happen to the current Medical Bridge plan – it was not requested to be quoted. Clarification: Just looking for a more detailed plan design summary or plan document on the current products so we can match details closely.  
➤ Answer: The information provided in the RFP is from the current carrier of individual products (Colonial).
4. It appears there is currently Term Life, Universal Life and Whole Life in place – but it appears only a Universal Life is quote is requested – are all 3 to be offered or will only 1 be offered going forward and what will happen to the others currently in place?  
➤ Answer: The current policies are individual policies; therefore, if the employees choose to maintain the products they have purchased from Colonial, they will be able to do that and pay Colonial directly. This RFP is for group-based Voluntary Benefits. The county is requesting a quote for Universal Life, however, proposers may provide quotes for Term and Whole Life.
5. In Attachment D the pricing of the current products is different than what is listed in Attachment A – please explain.  
➤ Answer: When referring to the pricing of the current products, please reference Attachment A and disregard the pricing listed on Attachment D.

6. Is the consultant required to use 1 carrier for all products or can multiple carriers be quoted based on which one offers the best specific product?
  - Answer: Multiple carriers would be acceptable.
7. If 1 carrier is required for all products can the consultant submit quotes from multiple carriers who have different strengths?
  - Answer: Multiple carriers would be acceptable.
8. How much does the County pay each month for the Selerix system?
  - Answer: \$2.50 PEPM (per employee per month)
9. We have received initial feedback from one carrier that product proposals are to be provided to only one, pre-determined consultant. This seems to be counter to the information in the bid sheet. Please confirm that the County is open to engaging with a new consultant for these products.
  - Answer: What is included in the County's Request for Proposal (RFP) is the information that has been vetted by the County (not information stated by a non-County representative); therefore, the information provided in the RFP is an accurate description of what the County is considering.
10. The RFP references pricing "net of commissions" if possible. Being that these are *employee* paid products, commissions typically compensate the consultant and enrollment counselors. Is the County open to a fee arrangement with the chosen consulting firm if products are net of commissions?
  - Answer: If the carrier will be applying an additional fee for what would have been a "built-in commission", that amount should be disclosed and kept separate from the product cost itself.
11. Can you please tell me if Attachment D/Cherokee County Plan Design Comparison is available in either Word or Excel format so that we can complete the charts as required? I checked the County's website and didn't see a Word or Excel version there.
  - Answer: Yes, both the questionnaire and Attachment D will be uploaded to Vendor Registry in either Word or Excel. View the "attachments" section of the RFP posting to find these versions.
12. Would it be possible to get a full employee census with Date of Birth and Gender only? This is needed to get an accurate quote for the group medical indemnity. The one provided is just the Colonial current deductions (Attachment C).
  - Answer: Yes, we can provide a census with Date of Birth and Gender only.
13. If possible, could we get the Voluntary Benefits Questionnaire in **Word** (This is part of the Voluntary Benefits Bid Document), and the Plan Design Comparison template (Attachment D) in **Excel**?
  - Answer: Yes, both the questionnaire and Attachment D will be uploaded to Vendor Registry in either Word or Excel. View the "attachments" section of the RFP to find these versions.
14. Does the County currently offer an HSA Medical Plan to their employees?
  - Answer: No.

15. Can we deliver hardcopy proposals before October 31, 2017
- Answer: Hard copies will be accepted prior to the RFP due date; however, they will remain in a sealed envelope until October 31, 2017. On the 31<sup>st</sup> of October, at 10:00 AM all proposals will be opened by the Procurement Department.
16. Attachment E (Pricing Instructions) asked for premiums net of commissions or to list commissions. Many brokers/consultants that offer benefits with no commissions receive a per employee monthly fee instead of commissions from the Insurance Carriers. Should these fees or any other compensation be disclosed?
- Answer: Yes, please disclose ALL fees and/or compensation that may be associated with each benefit.
17. Please provide a census including date of birth, gender, zip code and salary. Can we get full certifications for Critical Illness, Cancer, Accident, and Hospital Indemnity?
- Answer: Yes, we can provide a census with Date of Birth and Gender only. Approximately 70% of full-time employees live in Cherokee County, GA; therefore, the first three digits of their zip code is 301. Please reference the products requested in the RFP.
18. The RFP requests references - can this be provided if we are selected as a finalist or do we need to include them with the submission?
- Answer: References should be submitted with the proposal documents at the time of submission.
19. Our legal team has also asked for the following that is referenced in the RFP: Please share the "County Procurement Ordinance and Current Documents and Forms", as mentioned under Provision 25 'Procurement Ordinance and Current Documents and Forms' (page 8) of 'Standard "Terms and Conditions' document."
- Answer: The list of approved forms is attached to the Standard Terms and Conditions and is saved as "Cherokee County Standard Solicitation Terms and Conditions 05-11-17.pdf". The Procurement Ordinance can be located by clicking the following link:  
<http://www.cherokeega.com/Procurement/procurement-ordinance/>
20. Can you please provide a census of all eligible employees to include gender, date of birth, date of hire, and salary?
- Answer: Yes, we can provide a census with Date of Birth and Gender only.
21. Can you please provide a copy of your current medical plan?
- Answer: Our Benefits at a Glance document can be found on the County's website under the Human Resources page. The link is:  
<http://www.cherokeega.com/Human-Resources/documents/2017BAAG2.pdf>
22. Can you please provide Attachment D/Cherokee County Plan Design Comparison in either Word or Excel format so that we can complete the charts as required? I checked the County's website and didn't see a Word or Excel version there.

- Answer: Yes, both the questionnaire and Attachment D will be uploaded to Vendor Registry in either Word or Excel. View the “attachments” section of the RFP to find these versions.
23. Attachment E/Pricing Instructions states that pricing should be provided net of commissions for all items. Should pricing be net of all commissions or just broker commissions?
- Answer: Net of all commissions; the commissions can be shown broken-out separately to show the amounts to corresponding line items.
24. Who is the current broker and/or consultant? How are they compensated? Will they remain as the broker of record?
- Answer: The County currently does not have group-based Voluntary Benefits; for many years, Colonial has been given the opportunity to sell individual Voluntary Benefit products to County employees during monthly New Employee Orientation and annual Open Enrollment. There is not a broker for this arrangement; the County has dealt directly with Colonial.
25. Will the incumbent voluntary benefits continue to be payroll deducted or will they be removed from payroll? Will employees be allowed to keep the payroll slots for current individual policies?
- Answer: Colonial has been notified that the County’s intent is to stop payroll deducting the current individual policies as of 12/22/2017.
26. Will the selected vendor be allowed to meet with each employee face-to-face? Will the selected vendor be allowed to conduct group meetings?
- Answer: The selected vendor(s) would have the opportunity to meet with employees in-person during the monthly New Employee Orientation, annual Open Enrollment process, and should be available to meet with employees at the employee’s request.
27. Does the County anticipate any resistance to conducting face-to-face meetings? If yes, please describe.
- Answer: The County’s expectation would be that the vendor(s) provide a multi-channel communication approach, to include in-person meetings, but also other methods of communication. There might possibly be resistance if the only communication from the vendor(s) was via in-person meetings.
28. I have a question in regards to Selerix the system that the County is using for enrollments. I would like to know how I can get more information to give to my Product manager at our New York life worksite for employee benefits department. We would like to know how to get this system implemented? Clarification: Could we have our product manager contact someone in your office to see how to purchase the system?
- Answer: Please contact Selerix directly for information on how to purchase/use their system.