ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 2

PROJECT NAME: RFP No. R177286CN – Group Cancer and Specified Diseases

DATE OF ISSUE: January 20, 2017

The following information shall be included in the RFP documents and is hereby made part of the contract documentation in the form of clarification, addition, deletion or revision to the contract specifications.

Q1.   How will Aon be compensated? On a fee basis, through the insurance carrier or other method?
A1.   Aon will be compensated via commissions embedded in the cancer product.

Q2.   Please describe the current method used for open enrollment.
A2.   Elections are made electronically through the District's Open Enrollment module via Peoplesoft. Then, the District will transmit the enrollments electronically to the vendor via 834 file / 5010 format.

Q3.   Will the selected vendor be allowed to conduct group meetings and meet with each employee face-to-face?
A3.   No. This will be a mid-year Open Enrollment election.

Q4.   Does the District anticipate any resistance to conducting face-to-face meetings on school property? If yes, please describe.
A4.   See response to Question 3, above.

Q5.   Please describe any need for employee self-enrollment or call center enrollment.
A5.   The District utilizes the Open Enrollment module though the District HR Data System – Peoplesoft for electronic enrollment, new hires and/or Open Enrollment.

Q6.   What HR/payroll system is currently being used?
A6.   PeopleSoft.

Q7.   What enrollment technology platform is used?
A7.   Open Enrollment Module via PeopleSoft.

Q8.   Please describe how that vendor/administrator will work with us to enroll and administer our products most efficiently?

A8. *The District utilizes the Open Enrollment module though the District HR Data System – Peoplesoft for electronic enrollment, new hires and/or Open Enrollment. Then on a weekly basis, the District will provide an eligibility / enrollment file via 834 files / 5010 format.*

Q9. What technology will be used to enroll and administer the plan?
A9. *HR Data System - PeopleSoft.*

Q10. Will the selected carrier be enrolling core products also?
A10. *No. The RFP is only for Group Cancer and Specified Diseases.*

Q11. Can you please provide the current plan designs and rates for the Group Cancer plan in place?
A11. *Yes, please see Exhibit 3 - Brochure and Exhibit 4 – Certificate of Insurance.*

	Semi-Monthly	*Monthly*
Employee	*$9.50*	*$19.00*
Employee/ Family	*$16.05*	*$32.10*

Q12. How long has the incumbent plan been in-force?
A12. *4/1/2012.*

Q13. Are current insureds able to port?
A13. *Currently, if an employee terminates/retires from the District and wants to continue their current cancer plan, then he/she may convert their policy to an individual policy that would be close/not exact to the group plan by contacting the vendor directly. If the individual wants to increase the coverage, then an Evidence of Insurability is required. Again, this is all handled directly with the vendor.*

Q14. Please confirm that you would like to offer coverages to both active and retired employees.
A14. *The District would like to be able to offer portable/convertible options once an employee terminates/retires from the District.*

Q15. Is there a way to determine which employees are retirees on the census file?
A15. *The census provided are active employees only. Continuation of coverage for retirees are handled through the vendor directly. See Question 13.*

Q16. Should we assume everyone 65 & up is retired?
A16. *Only active employees are included on the census. See question 15.*

Q17. Please provide 3-5 years of premium and claims experience if available.
A17. *Claims are not available. The premiums listed above in Question 11 have remained the same since 4/1/12, the initial enrollment with current vendor. No increase.*

Q18. Are you able to provide paid premiums and paid claims information with headcounts broken out monthly since inception, or at least the last 4 years?
A18. *No. The census (headcount) shows who is currently enrolled and who is eligible to enroll.*

We will need the following information from you:
Q19. Allstate Plan Design and Pricing

A19. *Attached. Please see Exhibit 3 - Brochure and Exhibit 2 – Certificate of Insurance*

	Semi-Monthly	*Monthly*
Employee Only	*$ 9.50*	*$19.00*
Employee/ Family	*$16.05*	*$32.10*

Q20. Coverage Tier by Employee (Employee Only, Employee/Spouse, Employee/Child, Family)
A20. *Employee Only, Family.*

Q21. Current coverage amounts for all those currently covered
A21.

Tier	*Enrolled*
Employee Only	*1,945*
Family	*856*
Grand Total	*2,801*

Q22. Copy of the current group bill
A22. *No group bill - The District is self-billed.*

Q23. Copy of a 12 month old group bill
A23. *No group bill – The District is self-billed.*

Q24. Effective date
A24. *The off-cycle first plan year effective date is October 1, 2017. Ongoing, the effective date will be April 1.*

Q25. I see that Aon is named as the consultant for this bid, and it states that they want bids directly from carriers. My organization is not a carrier, I am a broker/consultant that would provide the best available carrier option in the RFP response. Is this acceptable?
A25. *No, Aon is the broker for this RFP.*

Q26. Would a 3-ring binder be acceptable to the edge-bound format requirement?
A26. *Yes, a 3 ring binder is acceptable.*

Q27. May we include additional marketing information in our RFP response? If so, should it be included   in an Appendix at the end of the proposal?
A27. *Yes.*

Q28. I'm submitting your request to Continental Life an Aflac company for groups over 100, and they are requesting your tax ID number. I have reviewed the information from your office and did not see it. Would you please provide this information?
A28. *59-6000701*

There are no other changes at this time. Please acknowledge this addendum via Attachment D, Addenda Acknowledgement Form.

THANK YOU FOR YOUR INTEREST IN *THE SCHOOL DISTRICT OF LEE COUNTY*.

Carolyn M. Noble
Procurement Agent