



Financial Management Department
Purchasing Division
1112 Manatee Avenue West, Ste 803
Bradenton, FL 34205
Phone: (941) 749-3014
www.mymanatee.org

February 17, 2015

RFP 15-0491MD: Dependent Eligibility Audit of the Self-Funded Medical and Dental Plans ADDENDUM 2

The following Addendum is issued to add to, modify, and/or clarify the above named solicitation document. The items contained within this Addendum shall have the same force and effect as if contained within the first issued solicitation document and any cost involved shall be factored into the response. Proposers shall acknowledge receipt of this and any other addenda issued pursuant to this Request for Proposal in their proposal.

Proposals are to be submitted by **Wednesday, February 25, 2015 at 3pm** and shall conform in all respects to the additions and revisions listed herein. If you have submitted a Proposal prior to receiving this Addendum, you may request in writing that your sealed Proposal be returned to your firm. All sealed Proposals received will be opened on the date stated.

Item 1:

Question: Instead of providing our proposal on a CD can we send a flash drive?

Answer: Yes.

Item 2:

Question. Please provide clarification as to whether each item/question needs a tab or just sections C.01, C.02 and C.03, with the respective items following.

Answer: Separate each section with a tab (e.g. C.01, C.02, and C.03). Further separate each item/question (i.e. subsection) with another tab.

Item 3:

Question: Where would the County like additional documentation to be within the tabs (e.g. reference letters, business license, forms)? May we add a section C.04 for additional documentation?

Answer: Provide the additional documentation requested by a section or subsection within the tab for that section or subsection. Additional documentation may be provided within subsection C.03.23.

Item 4:

Question: In section B.02 it states, "All services must be provided by the selected Proposer with no subcontracting of any services to domestic or non-domestic companies." In section C.01 it states, "Proposals may be presented by a single business entity, a joint venture, or partnership." What is the distinction?

Answer: It is the responsibility of each Proposer to determine the distinction between a subcontractor and a joint venture, or partnership in the information provided in their proposal.

Item 5:

Question: In section B.03, #4, it states "...Proposer shall create a communication plan..." Would the County like the awarded vendor to provide a written communications plan? If so, would you like the awarded vendor to provide a written communications plan and execute the plan or just provide the plan?

Answer: The County expects the selected Proposer to be fully involved in the initial communication of the Audit to the employees. In addition, the selected Proposer will be expected to take an active role in communicating with the employees during the course of the Audit. The County expects to have the selected Proposer provide and execute the communication plan with County input.

Item 6:

Question: In section C.01, #5, please clarify which names and telephone numbers the County is seeking.

Answer: The County is asking for the names and telephone numbers of the agencies' department representatives (e.g. Benefits Manager or Human Resources Manager). These contacts may or may not be the same as those identified as project contract managers in section C.01, #3.

Item 7:

Question: Can you clarify how the information requested in subsection C.03.2 is different from that requested in subsection C.03.1?

Answer: In subsection C.03.1, the County is seeking general information regarding your firm's background and size. By comparison, in subsection C.03.2 the County is seeking detailed information regarding your firm's corporate structure, legal capacity, and financial and technical capabilities, as they relate to performing the Scope of Services.

Item 8:

Question: If we aren't doing a joint proposal and we are a publically traded company, will our annual report provide all the information that is needed?

Answer: It is the responsibility of each Proposer to determine the information that they provide in their proposal.

Item 9:

Question: What is the contract term?

Answer: The contract term will be negotiated with the selected Proposer.

Item 10:

Question: What is the anticipated start date for the Audit?

Answer: April 2015.

Item 11:

Question: Does the County have an end date for completing the dependent eligibility audit?

Answer: The County must ensure that the Audit does not negatively impact service delivery to the citizens of Manatee County. The components of the Audit that require direct employee contact must be completed by July 2015.

Item 12:

Question: What is the expectation for the frequency of the audit?

Answer: The County is seeking proposals for a one-time Audit. Proposers may submit information regarding additional services offered with respect to ongoing dependent eligibility audits.

Item 13:

Question: Has the County previously conducted a dependent eligibility audit for this population in the past?

Answer: The County has engaged in a dependent eligibility audit in the past utilizing the Internal Audit Division of the Clerk of Courts.

Item 14:

Question: Has the County communicated to the enrollees about its intent to conduct a dependent eligibility audit?

Answer: No.

Item 15:

Question: Does the County anticipate offering an amnesty phase for the enrollees?

Answer: The County expects to announce the Audit and then to provide a brief period of amnesty (length to be determined) for employees to remove non-eligible dependents.

Item 16:

Question: Once the audit is completed will the vendor selected be responsible for notifying the participant in the event of disenrollment?

Answer: The County desires to know the Proposer's standard business practice for this scenario. The County expects to have some contact with employees on the disenrollment of their formerly eligible dependents.

Item 17:

Question: What is the County's average annual cost per dependent for their benefits?

Answer: \$3300/dependent/year based on 2014 claims data.

Item 18:

Question: Are the eligibility rules consistent for dependents across all plans?

Answer: Yes.

Item 19:

Question: Is any portion of the population to be audited unionized?

Answer: No.

Item 20:

Question: What contact information is retained on file for each enrollee (e.g. home address, home telephone number, email address)?

Answer: Home address, home and cell phone numbers and worksite address are retained on file. Email addresses are not required to be retained on file.

Item 21:

Question: For what percentage of enrollees does the County have email address on file?

Answer: Approximately 50%. The majority of the email addresses are work email addresses.

Item 22:

Question: Are project communications needed in Spanish as well as English?

Answer: Yes.

Item 23:

Question: What percentage of the population requires communications in Spanish?

Answer: Approximately 3% of the population.

All other terms of the original RFP remain unchanged.

Sincerely,


Matt Donley
Contracts Negotiator
