



July 6, 2017

TO: All Interested Proposers

SUBJECT:

Request for Proposal (RFP) 17-1584JE  
Employee Health and Benefit Consulting Services

**ADDENDUM No. 2**

The following items are issued to add to, modify and clarify the Request for Proposal document. Proposals are to be submitted on **July 18, 2017 at 3:00 P.M.**, in conformance with the additions and revision listed herein.

**The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFP was June 23, 2017 at 5:00 P.M.**

**Proposer Note 1: Responses to questions received from proposers through June 16, 2017.**

1. Would you know where we can obtain a copy of RFP- 1584JE Employee Health and Benefit Consulting Services?

**Response: RFP 17-1584JE – Employee Health and Benefit Consulting Services can be located on DemandStar as well as the mymanatee.org website under the “Bids and Proposals” page.**

2. Who is the current provider of these services and for how long?

**Response: Aon Hewitt since 2010.**

3. How much are the annual total fees and commissions paid to the current vendor for all services referenced in this RFP?

**Response: Current vendor is not on a commission agreement. Current agreement is task-based with specific tasks priced individually.**

4. Is there also a GASB 45 report being provided by the current vendor and at what fee?

**Response: No. A separate vendor is utilized for GASB 45 reporting.**

FINANCIAL MANAGEMENT – PROCUREMENT DIVISION  
1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205  
PHONE: 941.749.3014 \* FAX: 941.749.3034  
[www.mymanatee.org](http://www.mymanatee.org)

5. Who is the current Consultant?

**Response: Refer to Request for Clarification Number 2.**

6. What is the Fee annually the current Consultant is charging?

**Response: Refer to Request for Clarification Number 3.**

7. Has there been any additional services that you have asked the current Consultant to provide that was not part of the agreed upon services?

**Response: Amendments were completed to add additional services.**

8. How long has the current consultant worked with Manatee County?

**Response: Refer to Request for Clarification Number 2.**

9. Please confirm that the contract is for one year with the ability of Manatee County to extend the contract?

**Response: Contract duration is negotiable.**

10. Please confirm how many years Manatee County can extend the contract?

**Response: Refer to Request for Clarification Number 9.**

11. Please provide some details as to why the RFP was issued?

**Response: Refer to Section B: Scope of Services, B.01 – Background Information**

12. On Page 13 of the County's RFP there are certain consulting services excluded:

*The following services shall not be included under Employee Health and Benefit Consulting Services: pharmacy consulting, benefit communication materials, and benefit administration / employee benefit enrollment services. The County reserves the right to add these services at a later time and date but they will not be evaluated as a component of Employee Health and Benefit Consulting Services.*

Should we provide an outline of our available services and do we need to identify costs or pricing options for these optional services?

**Response: The County reserves the right to add these services a later time and date but they will not be evaluated as a component of Employee Health and Benefit Consulting Services.**

13. On page 13 of the RFP the County requests:

*Semi-Annual Plan review including, but not limited to, conducting medical audit claims.*

Please describe the audit requirements and or specifications. IE, is it intended to be statistically credible? On site or electronic? Number of claims and types to be audited IE Random or targeted? Medical? Or Rx? Is there a past audit report that we could review to determine scope and purpose? Is the timing semiannual? Do you want claims audits including in scope of service pricing or ad hoc pricing?

**Response: The request is that the selected Proposer complete and present a semi-annual plan review. Please disregard the remainder of that statement.**

14. On the RFP, the County indicates that the proposer must:

*To indemnify and hold the County, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney's fees and costs), or claims arising from or related to the designation of trade secrets by the Proposer, including actions or claims arising from the County's non-disclosure of the trade secret materials.*

If a proposer takes exception to this provision or limits the manner or extent of their liability subject to this provision will their proposal be considered or will it be found as non-responsive and rejected?

**Response: Refer to Section D: Evaluation of Proposals**

15. Do you have a current budget for consulting services?

**Response: Yes.**

16. Who is the existing consultant?

**Response: Refer to Request for Clarification Number 2.**

17. Is the existing agreement on an hourly or project basis?

**Response: Project (task) based.**

18. Does your existing consultant disclose all compensation?

**Response: Yes**

19. Can we get a copy of your current consulting contract?

**Response: All public records requests shall be submitted to County's Custodian of Public Records at: (941) 742-5845, [Debbie.scaccianoce@mymanatee.org](mailto:Debbie.scaccianoce@mymanatee.org), Attn: Records Manager, 1112 Manatee Ave W., Bradenton, FL 34205.**

20. Please provide a copy of the current health and benefits consulting services agreement.

**Response: Refer to Request for Clarification Number 19.**

21. Please provide the fee arrangement for the current agreement.

**Response: Refer to Request for Clarification Number 3.**

22. Please provide a copy of the current performance guarantees.

**Response: Not applicable.**

23. Section C, 01.13 asks for information on our audit capabilities and a range of fees for each audit type. Will the fees requested in this section be considered in the overall evaluation of the proposal?

**Response: Refer to Section D: Evaluation of Proposals**

24. Section C, 01.18, asks for the proposer's legal capacity to perform the scope of services. Is this a request for our licensing to perform the tasks or the ability to provide guidance on compliance and other issues that may impact the County?

**Response: Proposer shall include a description of corporate or other structure and governance, and detail the legal capabilities of proposer(s) relevant to performing the scope of services pursuant to Section C.01.18.**

25. Section C, 01.21, requires an authorization for a County auditor or analyst to have access to our firm's financial records. As we are an international firm, we are required to file an annual financial statement. Would this be sufficient to confirm our financial obligations can be met to Manatee County?

**Response: Refer to Section D: Evaluation of Proposals.**

26. Please provide clarification on what specific information you are looking for in regards to question C.01.12 (Describe Proposers access to and intended use of specialized technical experts).

**Response: Proposer shall provide detail on your firm's access to and utilization of subject matter experts on areas related to health and wellness benefits for employers such as absence management; population health management; affordable care act; etc.**

27. Did the county make a decision on implementing an onsite clinic based on last year's presentation to the BOCC?

**Response: At this time, the County Commissioners have directed Administration to not explore an onsite clinic.**

28. Does the county have any collective bargaining agreements in place? If so, please provide some detail regarding this group of employees; ie., number and type within each bargaining group and participation level in the medical plans.

**Response:** The County has a small union in place for the EMS paramedics. There are less than 100 members in this union and the majority of them participate in the medical plan.

29. Please provide a recent utilization report for the Your Choice medical plans, Lamp Program, and related wellness initiatives.

**Response:**

**Medical Plan utilization:**

- 90 % of our 3200 employees are enrolled in the medical plan and 80% of them are enrolled in our Ultimate level of coverage. The remaining 20% are enrolled in the 3 lower plan levels. Our medical trend continues to fall below the national average as has been the case for the previous 6+ years.
- Higher than average engagement in preventive care and evidence-based care with 90% of our population completing health risk assessment, comprehensive lab panel and preventative exam with a Physician/ARNP.

**LAMP:**

- We have consistently seen about 10% engagement in the behavioral health services (LAMP) which includes both onsite and off-site providers. LAMP is our integrated Employee Assistance and managed care for behavioral health.

**Diabetes:**

- We have extremely high engagement in our onsite diabetes care management program. 88% of the 374 members with diabetes are engaged in the program and following through with evidence-based care on an annual basis.
- A small pilot program related to high risk diabetics (A1c of 9.0 and above for the last 3 years) has shown to have highly effective results. 69% of those engaged lowered their blood sugar and 16% of those members lowered their A1c to less than 7.0 (In Control).
- Outcomes continue to show that those persons with Diabetes who are actively engaged with the onsite Diabetes Advocate reflect better improvement in their A1C and Body Mass Index. Additionally, the actively engaged participants reflect a lower claims costs (35% less) than those who are not engaged.
- In the pre-diabetes program, 58% of the participants reduced their A1c level.

**YWeight:**

- Approximately 44% of the adult member population participate in this wellness program
- Over 50% of the participants either lost weight or maintained their weight from the previous year.

30. Please provide data supporting current level of success and participation in the County's wellness initiatives.

**Response: Refer to Request for Clarification Number 29.**

**No additional questions will be considered after June 23, 2017.**

Proposals are to be prepared as instructed in this Request for Proposal and shall be received at Manatee County Procurement Division, Suite 803, 1112 Manatee Avenue West, Bradenton, FL 34205 on or before **3:00 P.M. on July 18, 2017**

Cordially,



Jacob Erickson  
Contracts Negotiator

