



RFP Number: 24-12: **Broker of Record – Employee Health and Welfare Benefits**

Addendum Number: 1

**NOTICE TO PROPOSERS:** THIS ADDENDUM SHALL BECOME PART OF THE RFP, AND PROPOSERS SHALL ACKNOWLEDGE, IN WRITING, RECEIPT AND INCORPORATION OF ALL ADDENDA AND CLARIFICATIONS IN THEIR RESPONSE. FAILURE OF THE PROPOSER TO RECEIVE ADDENDA SHALL NOT RELIEVE THE PROPOSER FROM ANY OBLIGATION UNDER ITS PROPOSAL AS SUBMITTED. THE PROPOSER SHALL IDENTIFY AND LIST IN ITS PROPOSAL ALL ADDENDA RECEIVED AND INCLUDED IN ITS PROPOSAL; FAILURE TO DO SO MAY BE ASSERTED BY THE DISTRICT AS A BASIS FOR DETERMINING THE PROPOSAL NON-RESPONSIVE.

Answers to Questions

Number	Questions	Response
1	What carriers does the District currently partner with for their applicable benefit plans?	The carriers are CalPERS, VSP, Delta, Metlife, NY Life, Telus, and Pet Assure.
2	What are the current carriers/providers for the District’s health and welfare benefits (e.g., dental, vision, life insurance)?	The carriers are CalPERS, VSP, Delta, Metlife, NY Life, Telus, and Pet Assure.
3	Are any of the current lines of coverage in a pool? If so, what lines of coverage and what pool?	Yes, CalPERS.
4	Are any of the District’s lines of coverage self-funded? If so, which ones?	Yes, CalPERS, Delta, MetLife and VSP.



<b>Number</b>	<b>Questions</b>	<b>Response</b>
5	Are there any issues the District is experiencing with any of its incumbent insurance carriers?	This question is not relevant to being able to provide the best services and most advantageous value to the District.
6	What goal(s) is the District hoping to achieve through this RFP?	Please see Appendix A: Scope of Services, page 25.
7	What are the major areas of focus in the District benefits programs in the next 3-5 years?	The major areas are Voluntary Benefits, STD, LTD and Pet insurance.
8	Who is the District's current benefits consultant? What is their current compensation? How is the consultant paid? (Commissions, flat fee, both)	This question is not relevant to being able to provide the best services and most advantageous value to the District.
9	Who is incumbent broker/consultant?	This question is not relevant to being able to provide the best services and most advantageous value to the District.
10	How long has the District worked with their current benefits consultant?	This question is not relevant to being able to provide the best services and most advantageous value to the District.
11	Are there any issues or concerns that the District is experiencing with current benefits consultant?	This question is not relevant to being able to provide the best services and most advantageous value to the District.



Number	Questions	Response
12	How many full-time employees are currently covered under the District's health and welfare benefits?	There are 5,500 active employees 1,100 adjuncts and 3,000 retirees.
13	How many part-time employees are included in the scope of this RFP?	There are 1,100 adjuncts.
14	Are there any other employee categories (e.g., temporary, adjunct faculty, contractors) to be included? If so, please provide the approximate numbers.	There are 1,100 adjuncts and 3,000 retirees.
15	How many active employees are enrolled and how many retirees enrolled in medical?	There are 5,500 active employees 1,100 adjuncts and 3,000 retirees.
16	Are any specific benefits currently mandated by the District, such as minimum levels of coverage for dental, vision, or life insurance?	Life insurance paid by the districts at 50K with AD&D to all Full time employees and EAP.
17	Are voluntary benefits currently offered to employees? If so, what types, and what is the participation rate?	We offer Pet Assure as a voluntary benefit and currently there are 350 participants.



Number	Questions	Response
18	Are there any existing contracts or programs that the selected broker will be required to continue or work with during the transition?	Yes, those programs are VSP, Delta, Metlife, NY Life, Telus, and Pet Assure.
19	Is the District exclusively using a fixed-fee compensation structure, as mentioned in the RFP?	Please see Appendix B: Cost Proposal.
20	Are commissions or overrides permitted for any portion of the work, or must all such income be reimbursed to the District?	Please see Appendix B: Cost Proposal.
21	Is there a cap or specific structure for allowable fees and expenses?	Please see Appendix B: Cost Proposal.
22	Can you confirm if the broker will be required to handle any services related to CalPERS medical insurance, or are those excluded as suggested in the RFP?	CalPERS is excluded.
23	Is there an expectation for the broker to handle compliance and legal reviews beyond health and welfare benefits (e.g., HR policies or labor regulations)?	No, please see Appendix A: Scope of Services, Section B.



<b>Number</b>	<b>Questions</b>	<b>Response</b>
24	Will the broker be required to conduct periodic audits, and if so, at what intervals?	Yes, please see Appendix A: Scope of Services, Section B, #7.
25	Can you clarify the role of the outgoing broker/consultant during the transition process?	This information will be provided to the awarded Proposer.
26	Will the District provide access to historical claims data, current contracts, and other relevant documentation to the selected broker?	Yes, this information will be provided to the awarded Proposer.
27	Are there specific performance metrics the District expects the broker to meet during the term of the contract?	Please see Appendix A: Scope of Services.
28	How will the District evaluate broker performance during quarterly or annual reviews?	The firm will be evaluated based on Appendix A: Scope of Services.
29	Are there specific minimum requirements or qualifications (e.g., years of experience, certifications, prior contracts) that prospective brokers must meet to be eligible for consideration?	Please see Section 5.6 Responses to Specifications of Scope of Services of RFP.



Number	Questions	Response
30	Are there any special considerations or unique challenges the District foresees for the broker in managing these benefits?	This question is not relevant to being able to provide the best services and most advantageous value to the District.
31	Are there any additional documents or information available that would provide further clarity regarding the current programs or expectations outlined in the RFP?	This question is not relevant to being able to provide the best services and most advantageous value to the District.
32	Please provide a copy of the Benefits Guide.	This question is not relevant to being able to provide the best services and most advantageous value to the District.
33	What are the current fees being charged for benefits consulting services?	This question is not relevant to being able to provide the best services and most advantageous value to the District.
34	How much does the District contribute to the cost of benefits, how much to employees contribute to participate in the plans.	This question is not relevant to being able to provide the best services and most advantageous value to the District.
35	Please provide a copy of the wellness newsletter.	This question is not relevant to being able to provide the best services and most advantageous value to the District.



# LOS ANGELES COMMUNITY COLLEGE DISTRICT

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Number	Questions	Response
36	Does the District utilize the services of LACOE, or does it operate independently?	The District operates independently.