

<p>Guilford County Schools 501 West Washington St. Greensboro, NC 27401</p>	<b>ADDENDUM # 1</b>
	<b>Responses to Questions for RFP # 5961</b>
	Commodity: Flexible Benefits Broker / Consultant
	Using Agency Name: Guilford County Schools
	Date: July 11, 2017
<b><i>PLEASE NOTE: ADDENDUMS SHOULD BE INCLUDED WITH BID SUBMISSION</i></b>	

**1. Who the current vendor is handling your Flexible Benefits?**

Mark III Employee Benefits in Charlotte, NC

**2. In section M, the contract effective date reads October 1, 2018, and not this fall 2017, I wanted to verify that was correct please?**

That is correct. Planning has already begun for the 2018 plan year and there are other solutions in place that would make contemplation of a January 1, 2018 transition unrealistic. We are not expecting a quote for 2019; however, we will review proposals for 2018 plan design and pricing as a point of comparison. Plan design and pricing is just one part of the decision matrix.

**3. What is the benefits plan year begin at GCS?**

The plan year for all benefits is January 1-December 31

**4. On the page following the cover letter in section B, last line of the second paragraph, it says you are looking for products effective the 2019 Plan/Calendar year. Is 2019 correct or should that read for the 2018 plan year?**

2019 is correct. Please see response to question 2. We are trying to form a baseline of comparison, and are willing to look at a plan design and pricing proposal for 2018 as a basis for comparison. We are not expecting a quote for 2019.

**5. Is GCS using an outside group to assist with the evaluations of the proposals? In section Q, item #2, reads “the Teton County Selection Committee will meet and make a decision as to the finalist”.**

No, that is an error.

**6. Page 6, items 9 and 10, under Plan Development and Administration please specify exactly what you need here.**

Plan development is plan design. The administration piece includes, but is not limited to the recommendation of products that may address the needs of the district, premium negotiation, contract assistance, plan maintenance and implementation, issue resolution, communication, customer service, annual plan review and pricing, electronic file creation and submissions,

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enrollment reconciliation, provision of enrollment and QE portal, etc., physical assistance with annual enrollment for both the flex and State Health plans.

**7. Page 5 references your current Sun Pac AS400 payroll system – can you provide specifications need for the file feeds?**

- a. The consultant will be maintaining the database of record for all flexible benefits.
- b. GCS receives a secure file twice per month, based on a predetermined schedule informed by the GCS payroll calendar:
  - Employees who have added benefits or made QLE changes, detailed by benefit added or changed, and the premium for the new or changed benefit;
  - Included in the file: employee name, social security number, payroll code (as designated by GCS), yearly premium, per paycheck premium, and effective date of the change

Note: approximately 90% of changes are new hire enrollments, 10% are QLE changes
- c. Format: excel spreadsheet
- d. Annual enrollment: The consultant will provide a complete file for all benefits at the conclusion of Annual Enrollment; the new requirement is within two weeks of Annual Enrollment. This is contemporaneous with the regular file feeds.

**8. The RFP mentions that the desire is for the Broker / Consultant to provide a solution at no direct cost to GCS for streamlining FMLA and leaves of absence tracking, recordkeeping and communications processes. Does GCS currently have a no cost solution provided by Mark III? Or is this something new that GCS is interested in going forward?**

GCS does not currently have a no-cost solution provided by Mark III. This is something the District is researching and interested in going forward.

**9. Of your 10,000 employees how many are full-time vs. part-time?**

- Total Full-Time Personnel - 9,177
- Total Full-time and Part-time personnel - 10,027