Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3

Kathy Holian
Commissioner, District 4

Elizabeth Stefanics
Commissioner, District 5

Katherine Miller
County Manager

April 23, 2014

SANTA FE COUNTY
INSURANCE AND BENEFITS CONSULTANT SERVICES
RFP #2014-0252-MG/MS
ADDENDUM #1

Dear Offerors,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Bidders to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files. This Addendum shall be incorporated into the Contract Documents for the above referenced project.

Clarification 1: The Proposal Due Date is changed to **May 7, 2014 at 10:00 AM (MST)**

Clarification 2: Sign-in Sheet is attached for your records.

Clarification 3: After review of the Cost Sheet, it was determined to use the same cost categories and the number of employees currently using voluntary insurance benefits was included to assist the Offerers in preparing the Cost Sheet. Please submit the attached cost sheet in your proposal.

Clarification 4: Licenses and resumes may be provided in an appendix and will not be counted in the 40 page limit.

Question 1: What voluntary programs are currently being used by Santa Fe County?

Answer 1: ASI Flex is being used.

Question 2: How many employees are utilizing the program?

Answer 2: Fifty-five (55) of the 860 County employees?

Question 3: Do the employees use a benefit card?

Answer 3: Yes

Question 4: Does the County have the state-provide claim history for the health insurances for Santa Fe County?

Answer 4: Yes, the state provided all claims history for the last two years and it will be provided to the awarded vendor.

Question 5: Is Deferred Comp part of the voluntary services for the County? Will the County consider a 457 (401K) Plan for the employees?

Answer 5: At this time the state is currently providing the deferred compensation. The Insurance and Benefit Consultant will assist the County in researching this type of program.

Question 6: Is Cobra part the voluntary programs for the County employees?

No. Cobra is with the state and is not considered a voluntary program. It is included with the healthcare insurances.

Question 6: Is it the intent of the County to include retiree health and does the County intends to go out for solicitation (RFP) for the services based on the state retiree authority act?

Answer 6: The County will continue with the current insurance plans for retirees through NM Retiree Health Care Authority, but if the consultant is aware of any information or other cost effective products, they will be expected to share that information.

Question 7: What are the voluntary programs that the County offered to the employees?

Answer 7: The County offered Arag Legal, ASI Flex, Globe Life, Long Term Care, additional life insurance, disability insurance, and cancer insurance prior to the state not allowing local public bodies to participate in these programs. The County did offer disability and cancer insurance separate from the state approximately two years ago.

Question 8: How will the commission be determined for the Consultant contract?

Answer 8: The panel will be determined by the County Manager or her designee.

Question 9: Will there be frequent regular meetings with the Board of County Commissioners (BCC) or with they be ad hoc?

Answer 9: The meetings with the BCC will be ad hoc.

Question 10:	How often will the meetings with Human Resources (HR) staff be held?
Answer 10:	The meetings with HR staff will probably be more often when the contract begins and then be more routine after services have begun.
Question 11:	Under paragraph 2.C.6 on page 7, what will the County require for the task?
Answer 11:	The County anticipates that there will be a requirement to have annual audits and the Insurance and Benefits Consultant will assist the County in establishing the processes and the frequency.
Question 12:	Under paragraph 2.C.8 on page 7, what will the County require for the task?
Answer 12:	Santa Fe County currently provides health programs through our EAP Provider but on a limited basis. The County would like to have the Insurance and Benefit Consultant provide wellness program ideas and how best to track the effectiveness.
Question 13:	Under paragraph 2.C.8 on page 7, what are "production, distribution, and collection expenses?" How will the County handle payment?
Answer 13:	Any expenses for this task should be quoted to the County prior to any incurred expenses. The County and the Insurance and Benefits Consultant will discuss any action to be taken as well as detailed deliverables and expenses associated with the deliverables.
Question 14:	What is the expected plan year?
Answer 14:	The anticipated plan year would be January 1st
Question 15:	Are there any unions as the County?
Answer 15:	SFC has 6 unions. They are AFSCME, Coalition of Public Safety Officers-Corrections, Coalition of Public Safety Officers-RECC, Coalition of Public Safety Officers-Sheriff Deputies, IAFF, and AFSCME-Medical.
Question 16:	Do the current union agreement have any input on healthcare benefits?
Answer 16:	Some agreements have the amount SFC contributes to the plans.
Question 17:	Do the union representatives sit on the Benefits Committee?
Answer 17:	No
Question 18:	Does the County have a Benefit Committee?
Answer 18:	No

Question 19: How will the County handle the commissions for the Insurance and Benefit Commission?

Answer 19: Pursuant to Section 15A-11A-7 NMSA 1978, Payment from insurers or agents for sale of insurance prohibited; penalty. It states

> ***A. No insurance consultant serving any person, firm, association, organization or corporation not engaged in the insurance business, for compensation paid or to be paid by the person served, shall directly or indirectly receive any part of any commission or compensation paid by any insurer or agent of any insurer in connection with the sale or writing of any insurance which is within the subject matter of any such service.***

Therefore, the Insurance and Benefit Consultant will not be able to receive any commission towards the insurances for Santa Fe County and will only be paid on an hourly rate.

Question 20: What, if any, firm is currently providing the specified services, and for how long has this firm been in place?

Answer 20: This is the first time the County is soliciting for these services.

Question 21: If applicable, what has been the total compensation (when considering all forms of compensation, fees, commission, etc.) that the firm has realized for each of the past two completed contract years, and how has the services provide compared to that requested in the RFP?

Answer 21: Refer to Answer 19

Question 22: On page 5 of the RFP, it includes deferred compensation as an area for which consultation is to be provided. Please specific in detail the nature of the current provisions and vendors, and the specific services contemplated.

Answer 22: The expectation of the consultant would be to look at the current plan and give professional feedback regarding the plan.

Question 23: Does the County offer any "other post-employment that are subject to GASB 45? If so, are actuarial valuation services to be contemplated with the scope of services? If so, please provide a detailed summary for the retired benefits currently in place, and provide (if possible) a copy of the most recent GASB actuarial valuation. What are the desired frequency, nature and timing of the valuation services?

Answer 23: No. This is done through Retiree Health Care

Question 24: Please indicate the required/typical frequency/schedule for competitively bidding each benefit program/service in place at the County?

Answer 24: There are no requirements set forth as to the frequency of competing out the benefit program/services.

Question 25: Please provide an estimate as the number of meetings that might be expected in an average year?

Answer 25: The estimate would be on a monthly basis. The frequency will be determined with the awarded Insurance and Benefit Consultant.

Question 26: Regarding Appendix C: Cost Sheet:

a. It appears that the County is seeking a fixed fee pricing for tasks 1 and 2, with services under task 3 to be provided on an hourly, time charge basis? Is that correct?
b. Voluntary benefits often include (whether as common industry practices or inherently embedded in premiums) commissions. Please clearly indicate the extent to which is it permissible/desired by the County to allow the selected firm to accept any commissions, and how much commissions are to be applied to other fee payable?
c. Are you open to fixed fee pricing arrangement for all/some of Task 3 services?
d. Notwithstanding voluntary benefits, please confirm that the selected firm will not be allowed to accept any form of direct/indirect compensation payable by firms/insurers with which the City contracts.

Answer 26:

a. Yes
b. Refer to Answer 19
c. Yes
d. Refer to Answer 19

Question 27: What current tax forms are required for benefits by Santa Fe County?

Answer 27: Currently these are handled at the state level, so SFC is not required to process tax forms. If our process should change, SFC will need assistance from the consult to ensure compliance.

Question 28 What is the current number of total covered lives in medical, dental, vision, and term life insurance?

Answer 28: 817

Question 29: Will the County provide any further data of the current insurance benefit programs offered by Santa Fe County such as plan census, demographics, etc.?

Answer 29: No

Question 30: Santa Fe County Human Resources has employee development programs such as new employee orientation and an employee wellness program, are those programs that the consultants participates in?

Answer 30: The consultant may participate somewhat in new employee orientation regarding insurance information, but will participate significantly in an enhanced wellness program.

Question 31: On page 5 of the RFP, paragraph C.1.a) mention "retiree" for benefit requirements under the Affordable Healthcare and regulatory issues, what require programs fall under this RFP?

Answer 31: SFC is seeking guidance from the consultant to ensure compliance.

Question 32: Does the county participate in the State's 457 defined contribution plan in addition to PERA?

Answer 32: Yes.

Question 33: Please confirm that the County wants one (1) original cost proposal in a sealed envelope for the proposal.

Answer 33: The RFP states "

5. Cost

Offerors **must** propose its cost fee for the tasks listed in the scope of work. A Cost Sheet is provided as Appendix C. **Submit only one (1) copy of the Cost Sheet and it must be in a sealed envelope.**

Question 34: Per Appendix C, Cost Sheet, is it the intent of the County to receive lump sum price quotes for Task 1 and Task 2 and hour rates for on-going consultant services?

Answer 34: Yes

Question 35: Is there a numbering type on page 18 with number 25 appearing twice?

Answer 35: Yes, the information is changed to the following:

25. Electronic Mail Address Required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). It is recommended that Offeror should have a valid e-mail address to receive this correspondence.

26. Preferences in Procurement by Santa Fe County

A. ***New Mexico In-state Preference.***

New Mexico law, Section 13-1-21 NMSA 1978, provides a preference in the award of a public works contract for an "**in-state resident business**". Application of a resident business preference for any Offeror requires the Offeror to provide a copy of a valid and current certificate as a resident business. Certificates are issued by the state taxation and revenue department.

If an Offeror submits with its proposal a copy of a valid and current in-state resident business certificate, 5% of the total weight of all evaluation factors used in the evaluation of proposals may be awarded or added to the Offerors score.

Certification by the department of taxation and revenue for the resident contractor takes into consideration such activities as the business or contractor's payment of property taxes or rent in the state and payment of unemployment insurance on employees who are residents of the state.

OR

B. ***New Mexico Resident Veteran Preference.***

New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for a "**resident veteran business**". Certification by the department of taxation and revenue for the resident veteran business requires the Offeror to provide evidence of annual revenue and other evidence of veteran status.

An Offeror who wants the veteran contractor preference to be applied to its proposal is required to submit with its proposal the certification from the NM Department of Taxation and Revenue and the sworn affidavit attached hereto as Appendix D.

If an Offeror submits with its proposal a copy of a valid and current veteran resident business certificate, 10%, 8% or 7% of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded or added to the Offeror's score, depending on the business' annual revenue.

The resident business preference is not cumulative with the resident veteran business preference.

AND

C. *Santa Fe County Preference*

Santa Fe County Ordinance 2012-4 provides for a **County preference** for a "Santa Fe County business." Application of the County preference in procurement requires an Offeror to obtain and provide a Santa Fe County Business Certificate issued by the Santa Fe County Procurement Manager. Certification by the Procurement Manager takes into consideration the business' corporate standing in the state, business licensure or registration, the duration of the business' primary office location and the payment of taxes.

If an Offeror submits with its proposal a copy of its Santa Fe County Business Certificate issued by the Purchasing Manager, 5% of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded to the Offerors score.

The in-state, veteran or County preferences do not apply to procurement of services or goods involving federal funds or federal grant funds.

Additional information about obtaining the certificate as a resident contractor and resident veteran contractor may be found at: http://www.tax.newmexico.gov/Businesses/Pages/In-StatePreferenceCertification.aspx and information about the Santa Fe County business Certificate at www.santafecounty.org (Quicklink Ordinances and Resolutions).

Question 36: Is there a lettering typo on page 21 with the letter "d" appearing twice?

Answer 36: Yes, that section should read:

1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

a) Letter of Transmittal
b) Table of Contents
c) Response to Specifications – Evaluation Factors
d) Cost Proposal (One Original in Sealed Envelope – One copy only)
e) Campaign Contribution Disclosure Statement

Question 36: Is there a lettering typo on page 24 with the letter "a" appearing twice?

Yes; however, based on discussion in the Pre-Proposal Conference, the information provided at the first "a" is incorrect so the revised information is as follows:

2. Insurance Experience

a. Provide information on firm's experience with public sector group plans.
b. Provide information on firm's ability to monitor and advise the County on regulatory and legislative developments, especially those related to Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), Patience Protection and Affordable Care Act (PPACA), and Medicare.
c. Describe whether your firm's has the ability to provide limited legal counsel on health care related issues to County and if that service would be included as part of the consulting contract.
d. Explain the firm's experience in the renewal process for group plans and background in rate negotiation and contract review.
e. Provide information regarding the firm's ability to respond quickly to requests for information and to be accessible to County staff and partners.
f. Describe firm's experience working collectively with clients, carriers, and other partners such as third party administrators and wellness providers.

Please add this Addendum #1 to the original solicitation documents and refer to solicitation documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Bidders are reminded that any questions or need for clarification must be addressed to Maria B. Sanchez, Senior Procurement Specialist at mbsanchez@santafecountynm.gov

APPENDIX C

COST SHEET (REVISED)

All charges associated with each category of consulting service must be included on this Cost Sheet and reflect detailed pricing information. If pricing is dependent on any assumptions that are not specifically stated in this solicitation, please list those assumptions accordingly on a separate spreadsheet and show detailed pricing. Any additional pricing lists should remain attached to the Cost Sheet for purposes of accurate evaluation.

Prices for the proposed service must be kept firm for at least 90 days following the Proposal due date and time as specified on the cover sheet of this RFP. Santa Fe County will not be obligated to pay any costs that are not identified on, or attached to, the Cost Sheet. Any cost not identified by the Offeror, but subsequently incurred in order to achieve successful operation of the service, will be borne by the respondent. Failure to do so may result in rejection of the bid.

VENDOR: _____
ADDRESS: _____
CITY/STATE: _____
CONTACT: _____
PHONE: _____
FAX: _____
E-MAIL ADDRESS: _____

TASK	*QTY*	*CATEGORY DESCRIPTION*	*PRICE EACH*	*TOTAL*
1	1	Recommendation Report	$	$
2	1	Administration Services for Voluntary Benefits (Approximately 55 Employees Enrolled)	$	$
			Task 1 & 2 Total	**$**

3	On-Going Consultant Services	
Position	**Name**	**Hourly Rate**

_____

Signature of Authorized Vendor

PRE-PROPOSAL CONFERENCE
INSURANCE AND BENEFITS CONSULTING FIRM
RFP #2013-0305-CORR/MS
April 15, 2014 – 2:00 PM (MST)

NAME	TELEPHONE	ORGANIZATION	EMAIL
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Toni Atencio	505 252-8328	NWGS	INSMKTGta@aol.com
Luther Runge	505 660-6591	Hub International	luther.runge@hubinternational.com
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Anne Sperling	505-982-4302	Daniels	asperling@danielsinsuranceinc.com
[illegible]	505-982-4302	Daniels	[illegible]
Steve Crawford	505-982-4302	Daniels	SCRAWFORD@danielsinsuranceinc.com
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BILL TAYLOR	505-986-6373	SFC	WTAYLOR@SANTAFECOUNTYNM.GOV
Maria B. Sanchez	505-992-9864	SFC	mbsanchez@santafecountynm.gov

PRE-PROPOSAL CONFERENCE
INSURANCE AND BENEFITS CONSULTING FIRM
RFP #2013-0305-CORR/MS
April 15, 2014 – 2:00 PM (MST)

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