The purpose of this addendum is to provide additional information, clarification to the RFP and responses to questions received:

1. For respondents unable to mail responses, the Town of Bloomfield Purchasing and Risk Manager will receive in person responses to this RFP from **10 am -11 am ONLY** on Tuesday May 19, 2020 at the exterior entrance of Town Hall on the Park Avenue side of Town Hall. Respondents shall wear a face mask and other protective gear if making in person delivery; failure to do so may risk refusal of proposal and respondent (or their designee) will be turned away.

2. Q. Do you anticipate extending the bid due date?
   
   A. Not at this time. An addenda will be issued should the date be extended.

3. Q. What additional details are you willing provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?
   
   A. Proposals in response to this RFP will be reviewed and selection will be made against the criteria listed in Section 9.1 of the RFP.

4. Q. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?
   
   A. No.

5. Q. Other than your own website, where was this bid posted?
   
   A. RFP 1099 was posted on the Town of Bloomfield website, [http://www.bloomfieldct.gov](http://www.bloomfieldct.gov) as well as the State of CT Dept. of Administrative Services website. It was advertised in the Hartford Courant.

6. Q. In order to propose and market the plans can you please provide as much information to properly market it to the insurance companies and source the most competitive options.
   
   A. The purpose of this RFP is to retain the services of a health benefit consultant to provide a variety of services as identified in Section 5 of the RFP. The Town/BOE is not seeking to place coverage through this solicitation at this time, although during the course of the Agreement, such services may be required from the consultant. There is sufficient information in the RFP on the existing environment for consultants to submit a proposal as to how they would provide the identified services.
1. Q. Given the town hall is currently closed, will you accept our proposal as an electronic version via email? Or if not, can we send our hard copy and thumb drive by overnight carrier (Fed Ex) and will there be someone to accept it and sign for it?

A. No email or electronic submissions will be allowed. For in person delivery, please refer to #1 of this addendum. Exceptions will not be made for carrier or other accommodations, including alternate delivery times.

2. Q. Regarding the video conference for opening the bids – just confirming that it will be held at 1 PM on May 19th.

A. Yes

3. Q. Is your dental plan currently provided by Cigna and is fully-insured or self-insured? Can you provide how many employees and members are currently enrolled and the approximate annual premium?

A. Dental and vision are both part of the medical coverage, and the Town is self-insured. Most employees are covered by the dental plan; number of participants and annual premiums will be made available to the selected consultant.

4. Q. Do you utilize an on line enrollment system and what system is it? Is it provided through your payroll vendor and who is that vendor? Will you be utilizing the same on line system moving forward or are you expecting your consultant to provide a system?

A. The Town currently does not use an on line enrollment platform.

5. Q. In the RFP, under Scope of Services, #5.20 performing a feasibility study for potential pooling of benefits – can you provide some additional detail on the scope of information you are looking for or provide us with a sample of what has been done in the past? Also, would we be able to include price for this service which would be in addition to our core service fee or does this need to be inclusive of our fee?

A. On occasion, there have been various pooling initiatives initiated by others (including RESCs, COGs or other governmental agencies) and the Town would rely on the selected consultant to perform an analysis and provide a recommendation for the Town’s participation. This is not to be considered as additional work beyond the scope of services contained in the RFP and should be part of the annual fixed fee.

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We hereby acknowledge receipt of
Addendum #1
Dated May 7, 2020
REQUEST FOR PROPOSALS #1099
Health Benefits Consultant

And we agree that we have complied with any modifications as set forth in this Addendum.

Signed ___________________________ Date: ___________________________

Company: ___________________________