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## ADDENDUM #1

Request for Proposals  
Healthcare Brokerage Services  
Solicitation No. 2024-5010

Originally Issued May 4, 2024

### Addendum 1 – Issued May 29, 2024

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

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### CHANGES:

**The Proposal Submittal Deadline is extended to June 3, 2024 at 11:00 AM.**

**Attachment A Scope of Work section 2.0 Pool of Contractors is deleted.**

### QUESTIONS:

1. Is the medical & Rx plan fully-insured or self-insured? **Self-insured.**
2. If self-insured which company confirms TPA and network services? **The administrator of CMHA's health insurance plan is United Healthcare and Swiss Re for our Stop Loss.**
3. What is the current open enrollment process/experience? **CMHA currently offers passive open enrollments with onsite and virtual informational sessions facilitated by our Healthcare Broker.**
4. Is there anything you would prefer was handled differently? **No, but CMHA is open to explore other approaches.**

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5. Do you have an enrollment platform? Is it (employee) self-service? **CMHA has the ability to set up to have open enrollment through Kronos. CMHA intends to et this up with assistance from the selected healthcare broker.**
6. Any current/open issues or dissatisfaction with carrier/vendor partners? **No.**
7. Are there any current services that you receive from your current broker that must be continued and/or replicated in the future? **CMHA is interested in maintaining benefits educational series and webinars, wellness resources, customized videos and communications materials, compliance resources, and comprehensive reporting.**
8. What are your current broker fees and commissions? **Please see table below.**

Healthcare Brokerage Services	Contract: Year 1	Option 1 Year 2	Option 2: Year 3	Option 3: Year 4	Option 4: Year 5
Annual Fixed Flat Fee	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000
Commission	\$ 15%	\$ 15%	\$ 15%	\$ 15%	\$ 15%
Combined Approach	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000

\* NOTE: All fees or commissions shall be firm fixed fees.

9. What services would you like to have that you do not today? **CMHA is receiving the services requested, however, we are open to explore other services.**
10. How long have you been with current medical plan administrator? **Since July 1, 2019.**
11. Goals with RFP? **To procure Healthcare Brokerage Services.**
12. Why are you doing the RFP? **We are not permitted to have contracts longer than a five-year period. Our current contract is expiring June 30.**
13. How many people are covered by the plan? **170 employees are currently covered. Total coverage number including dependents is 360.**
14. How is the current insurance plan funded? **The plan is self-funded. There is a 3<sup>rd</sup> party administrator and a stop loss carrier.**
15. Is the open enrollment process online? Has it been integrated with payroll? **CMHA has the ability to set up to have open enrollment through Kronos. CMHA intends to et this up with assistance from the selected healthcare broker.**

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16. Have you had any previous issues with open enrollment? **No issues.**
17. Are there any specific questions to respond to the solicitation documents. If not, is the intent or request for us to respond to the Scope of Services outlined in the Healthcare Brokerage Services PDF? In the past, there has been an Attachment H that included specific questions relating to the Scope of Services. We see the “Attachment H” in the PDF table of contents, but it redirects us back to the first page of the proposal packet. Is this correct? **The specific information requested can be found in the table in RFP Section 4.1.**
18. On your procurement website, we see two PDF documents: Healthcare Broker RFP & Healthcare Broker Proposal Packet? We see reference material embedded within the Healthcare Broker RFP document. Are these the only attachments or reference documents as part of this RFP? **Yes.**
19. It is our understanding that we are bidding on the full scope of services. Regarding Section 2.0 Pool of Contractors, can you provide clarification around the intent of the pool? Is the intention to have multiple healthcare brokers represent different items within the scope of services (e.g. Compliance, Analytics, Administration, etc.)? Is the intention to have multiple healthcare brokers represent various lines of coverage (e.g. medical, dental, etc.)? **This section has been deleted. See above.**
20. As the incumbent brokerage, do you need us to re-complete the vendor registration forms located on the Housing Authority website? **No.**
21. Has an addendum been posted since the solicitation issue date? We do not see anything on the website with the other solicitation documents. **This is Addendum 1.**
22. The RFP document asks for several insurance policies with the Cincinnati Metropolitan Housing Authority listed as a certificate holder. Do we need to submit these with our RFP or just prior to signing a contract? Additionally, under the automobile liability insurance section, it says, “This is required of any contractor who will be doing hands on work at the Authority properties.” Do we need to submit this with our response? Lastly, for the E&O, do we need to have the Authority listed as a certificate holder? **You can submit them with your proposal as a reference, but these documents are not required until a contract is awarded. Please see Terms and Conditions section 12.2.3 for EEO requirements.**
23. Under the Economic Inclusion Participation section of the RFP document, it lists a goal of 12% for professional services for Minority-Owned Business Enterprise and a 5% goal for Women-Owned Business Enterprise. Do those goals apply to this RFP? If so, and we are unable to meet those goals, will we be disqualified? **These are aspirational goals for the agency and are not required. Small businesses, minority owned businesses, and women owned businesses are encouraged to submit a proposal.**



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24. The RFP mentions creating a Pool of Contractors. Could you please elaborate on CMHA's vision for how that would work with this contract? We would intend for our services to be all inclusive for the duration of our contract and are unsure how to share services/pricing. **This section has been deleted. See above.**
25. The RFP packet provides a lobbying form. If we have not utilized a lobbying service, do we need to complete this document? **The Certification of Payments to Influence Federal Transactions must be completed. For Disclosure of Lobbying Activities form, please see instructions on page 10 of the proposal packet.**
26. Could you please confirm the required forms that we need to include with this RFP? Additionally, do we follow the format from the RFP proposal packet for submission or should we submit in the order listed under Evaluation Criteria? **Please use the proposal packet format, which includes all required forms.**

\*\*\*END OF ADDENDUM TO DATE 5/29/24\*\*\*

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