



CITY OF COCONUT CREEK

FINANCE AND ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION

4800 WEST COPANS ROAD  
COCONUT CREEK, FLORIDA 33063

ADDENDUM NO. 1

May 29, 2024

RFP No.: 06-05-24-11  
RFP Name: Medical, Dental, Vision, EAP, Basic Life w AD&D, Voluntary Life w /AD&D, STD, LTD, FSA, HSA, Cobra, and Retiree Billing

Due Date/Time: June 5, 2024, at 11:00 a.m. EST

Our records indicate that your firm is in receipt of the proposal solicitation documents for Medical, Dental, Vision, Life, STD, LTD, FSA, HSA, and Cobra. This Addendum is hereby made part of the specifications and shall be included with all contract documents. All other terms and conditions remain the same.

**Added Attachment(s);** This Addendum No.1, RFP No. 06-05-24-11 Medical, Dental, Vision, Life, STD, LTD, FSA, HSA, Cobra will add the following attachments:

1. Medical Attachments "1G - 1R; 1S, 1T"
2. Dental Attachment "2G"
3. BL, VL, LTD, STD Attachment "5C"

**The following information is being transmitted to address vendor questions regarding the specifications.**

Question 1. We haven't received the attachments in section "VII. Attachments", please release those attachments as soon as they become available.

**Answer 1. Attachments will be provided in this Addendum No. 1.**

Question 2. How many HSA participants does the City have?

**Answer 2. Currently, the City has 271 active H.S.A. accounts.**

Question 3. How many open enrollment/benefit fairs does the City have?

**Answer 3. The City has one (1) open enrollment period per year.**

Question 4. What is the current administration fee for the HSA and the Retiree Billing accounts?

**Answer 4. Retiree billing administrative fee is \$4.00 PPPM (min. \$100.00); H.S.A. administrative fee \$4.50 PEPM.**

Question 5. What is the current HSA investment threshold?

**Answer 5. The current HSA investment threshold is \$1,000.00.**

Question 6. What is the current HSA Assets under management? How much is in the investment accounts? How much is in the Cash account?

**Answer 6. Investment options currently through Charles Schwab and/or Devenir. Average investment balance: \$15,920.00; Average cash balance: \$1,687.00.**

Question 7. Does the City of Coconut Creek contribute to the HSA? If so how much?

**Answer 7. There are currently no employer contributions at this time however; the Employer may begin employer contributions in the future.**

Question 8. How many FSA Participants does the City of Coconut Creek have?

**Answer 8. The City currently has 29 FSA participants.**

Question 9. We do not have Retiree Billing, but we offer Direct Bill- which is commonly used for billing retirees, employees out on disability or a leave of absence, part-time employees, and voluntary benefits, but can also be used for other billing outside of payroll. Can you confirm if that's what the City of Coconut Creek is looking for?

**Answer 9. For retiree billing, the City is seeking a vendor who will administer all retiree billing of premiums and remittance to insurance carriers.**

Question 10. Is it possible to obtain a Letter of Authorization or even an email from HR at Coconut Creek so that we don't run into issue of the Insurer stating we don't have the authority to bid - they will only bid with Broker of Record?

**Answer 10. No, this is not an RFP for broker services. It is the City's intention that all lines of coverage included in this RFP will be managed by their current broker of record, Gehring Group.**

Question 11. Asking for clarification please on current plans vision exam frequency - Are vision exams currently annual or every other year? \*\*Pg 56 V 1.2 Background & Underwriting shows exam frequency of 24 months. \*\*Pg 46, 3A Schedule of Benefits shows exam frequency of 12 months.

**Answer 11. The current insurance plans vision exam frequency is 12 months.**

Question 12. RFP No. 06-05-24-11 requests a disruption report however a current (vision) provider list is not available. Requesting a current (vision) carrier / provider list for the disruption report required, please.

**Answer 12. A provider disruption report is not required for Vision. Please provide a Geo access report.**

Question 13. On the revised released RFP there are only 9 attachments in the portal - Attachment 1A - 1F Benefit Summary, Attachment 2-2A to 2G DHMO and PPO Utilization Reports, Attachment 3A- 3E Life & AD&D Policy and Benefit Summary, Attachment 4A-4D LTD Class1 and 2 Benefit Summary, Attachment 5A-5C STD Benefit Summary exp, Attachment 6A - 6B Vision SPD Benefit Summary, Vision Jan 2022- March 2024 exp file, Medical, Dental, Vision RFP, and the census. When reviewing the Medical, Dental, Vision RFP document under the VII Section it references 14 attachments. Confirming all attachments have been uploaded to the portal and that the RFP indicates incorrect attachments. Please advise.

**Answer 13. All attachments will be provided in this Addendum No. 1.**

This addendum acknowledgment sheet must be submitted electronically with your response through the eBid System by the due date and time indicated above. Failure to return this sheet may disqualify Proposer.

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

(\_\_\_\_\_) \_\_\_\_\_  
Phone Number

(\_\_\_\_\_) \_\_\_\_\_  
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