



County of El Paso Purchasing Department
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ADDENDUM 4

To: All Interested Proposers
From: Lucy Balderama, Procurement Data Analyst
Date: June 29, 2017
Subject: RFP #17-033, Long Term Disability/Short-Term Disability/Benefits On-Line Enrollment/ Pre-Paid Legal Services for the County of El Paso

This addendum has been issued to notify interested vendors of the questions the Purchasing Department has received.

STD

1. Is STD currently in force?

Response: Yes

2. If so, what is the current plan design? Can you please forward a booklet so we can match the current plan?

**Response: The policy/certificate could be found under this link
<http://www.epcounty.com/hr/disability.htm>**

3. If not, what plan design would you like to see?

Response: N/A

4. Is it fully insured or self-insured?

Response: Self-insured

5. Is it paid for by the County or voluntary?

Response: Voluntary

6. If it's inforce, we'll need experience, including:

- Monthly Paid Claims within the Experience Period. Paid Claim amounts are allocated by the date in which the claims were paid or processed. It will help us get more competitive.
- Paid Claims Counts: Include the sum of Open and Closed claims within the Experience Period.
- Open Claims - Include claims with Date of Disability within the Experience Period.
- Closed Claims - Include claims with Date of Disability within the Experience Period.

Response: All requested information is posted on the County website at www.epcounty.com click Bids & More; List of Bids and click on attachments/

LTD

7. Is LTD currently inforce?

Response: Yes

8. If so, what is the current plan design? Can you please forward a booklet so we can match the current plan?

Response: The policy/certificate could be found under this link <http://www.epcounty.com/hr/disability.htm>

9. If not, what plan design would you like to see?

Response: N/A

10. Is it paid for by the County or voluntary?

Response: Voluntary

11. If it's inforce, we'll need experience, including:

- Detailed Open claims listing that includes DOB, date of disability, Gender, Net and or Gross Benefit and current reserve by claimant.
- Rate/lives history for 3-5 years.
- Number of closed claims by incurral year for 3-5 yrs.
- LTD Paid Claims by Incurred Month for 3-5 yrs.

Response: All requested information is posted on the County website at www.epcounty.com click Bids & More; List of Bids; RFP 17-033 and click on attachments.

12. Can the County provide a census of all eligible employees including, date of birth, date of hire, gender, salary, and occupation. If either coverage is voluntary, we'll need to know who participates.

Response: All requested information is posted on the County website at www.epcounty.com click Bids & More; List of Bids; RFP 17-033 and click on attachments.

13. Does the County participate in social security?

Response: Yes

14. Does the County of El Paso currently have LTD & STD benefits?

Response: Yes

15. If so, will the County please provide their current plan designs, current & renewal rates, etc?

Response: The policy/certificate could be found under this link <http://www.epcounty.com/hr/disability.htm>

16. If not, would the County like me to create my own plan design? I just want to make sure I am apples to apples compared to other carriers.

Response: N/A

17. Please provide a census. This should include Gender, Date of Birth, Home Zip Code, Annual Salary, Short Term Disability election, Long Term Disability election, occs/job titles and Class (if necessary).

Response: All requested information is posted on the County website at www.epcounty.com click Bids & More; List of Bids; RFP 17-033 and click on attachments.

18. Please provide the current STD and LTD contracts.

Response: The policy/certificate could be found under this link <http://www.epcounty.com/hr/disability.htm>

19. Please provide 5 years of experience information for STD. This should include Annual Paid Premium, Average Annual Lives, Annual Paid Claims, Current Rates, and Rate History. This should at least be as of 3/31/2017.

Response: All requested information is posted on the County website at www.epcounty.com click Bids & More; List of Bids; RFP 17-033 and click on attachments.

20. Please provide 5 years of experience information for LTD. This should at least be as of 3/31/2017. This should include the following:

- Current carrier's paid on incurred exhibit showing Annual Paid Premium, Average Annual Lives, Annual Paid on Incurred Claims, Current Rates, and Rate History.
- An open & closed claim list showing Gender, Date of Birth, Date Disabled, Date Closed, Gross Benefit, Offsets, Net Benefit, Total Paid, Reserve, and Plan Option (if necessary) for each claim.
- Please provide the STD & LTD questionnaire.

Response: All requested information is posted on the County website at www.epcounty.com click Bids & More; List of Bids; RFP 17-033 and click on attachments.

21. Can the County provide the following:

- The LTD has 3-classes (Class 1: Safety Members, Class 2: Judges, & Class 3: All other Members). If the group does not want to include class data, we will need occupations included on the census, so we might be able to class the census in-house.

Response: Unable to provide titles or class

- STD is voluntary. Please include enrollment.

Response: Yes

22. Can you provide a desensitized census showing the number of participants in each benefit plan? LTD/STD and Prepaid Legal. If not, can you provide how many employees are currently enrolled in each of these plans?

Response: All requested information is posted on the County website at www.epcounty.com click Bids & More; List of Bids; RFP 17-033 and click on attachments.

23. In regards to confidentiality, what will be publicly disclosed that we provide to El Paso County?

Response: The County is bound by the Public Information Act, and in case of an open records request the County will follow the Public Information Act with review of the Attorney General's Office.

24. How many benefit eligible employees does the county currently have?

Response: Approximately 2600

25. Are you considering site visits to your prospective vendor's headquarters as part of your evaluation? Would you consider it if you're not currently?

Response: Unlikely

26. What is the anticipated "go-live" for this project and when would you like to begin using the enrollment tool?

Response: Go-Live is 1/1/2018 and Open enrollment 10/1-10/31/2018

27. Do you currently have a budget for these services? Replacement cost of another system? Funds provided by a TPA to be spent on these services? Can you share the budget with us?

Response: Budget will have to be approved along with the RFP award

28. What are the 3 most important decision criteria?

Response: Use the items listed in the evaluation criteria

29. Please outline the decision making process, onsite demos/meetings, etc.

Response: Use the items listed in the evaluation criteria

30. Will you be providing a certificate for the current LTD plan? I did not see it in the attachments.

Response: The policy/certificate could be found under this link
<http://www.epcounty.com/hr/disability.htm>

31. Please confirm whether the County participates in Social Security Disability Insurance.

Response: No

32. Does the County prepare W-2s for claimants, or does Group require the carrier to do so?

Response: Group requires the carrier to do so

33. Does the County require that the carrier pay the FICA match or does the County intend to pay the FICA match?

Response: No, the carrier is not expected to pay the FICA match

34. Does the County have telephonic claims service on the STD currently?

Response: Yes, both the STD and LTD

35. Please confirm what (if any) state retirement plan the County participates in, and which classes participate.

Response: County participates in the TCDRS retirement plan and all full time and part time regular employees participate.

36. Please provide full occupations in the census. There is insufficient detail for many employees, with only location and department list.

Response: Unable to produce occupation on census data.

37. Can the County please provide LTD class numbers?

Response: Information is found in census data. All requested information is posted on the County website at www.epcounty.com click Bids & More; List of Bids; RFP 17-033 and click on attachments.

38. Please provide the total number of lives eligible for disability coverage.

Response: Approximately 2600

39. Would the County please confirm that it is looking for a stand-alone enrollment and ongoing benefits management system?

Response: Standalone or bundle

40. Would the County please confirm if it would like the pricing for a stand-alone benefits administration system included in the pricing of the STD/LTD/Pre-paid legal?

Response: Yes

41. Would the County please provide claims data for the last 24 months on STD/LTD?

- This information should include premium vs claims on the STD
- LTD should include an open vs closed claims listing for the 24 months as well

Response: All requested information is posted on the County website at www.epcounty.com click Bids & More; List of Bids; RFP 17-033 and click on attachments.

42. Is a complete census available? There are approximately 2,883 lives but the submitted census shows only the participants.

Response: Approximately 2600 employees are eligible for benefits, the census is only those that participate in the plan(s).

43. Is a STD Paid and Incurred Exhibit available?

Response: All requested information is posted on the County website at www.epcounty.com click Bids & More; List of Bids; RFP 17-033 and click on attachments.

44. Is a LTD plan booklet or a plan summary available?

Response: The policy/certificate could be found under this link <http://www.epcounty.com/hr/disability.htm>

45. Would you please verify requested commissions?

Response: Not enough information on question. Cannot respond.

46. Can we be supplied with an LTD certificate? There is a certificate posted on the county's website, can you confirm if it is up to date?

Response: The policy/certificate could be found under this link
<http://www.epcounty.com/hr/disability.htm>

47. Can we receive a census that includes which class each employee falls into for the LTD? Also, can the census include all eligible employees, noting who is enrolled?

Response: Approximately 2600 employees are eligible for benefits, the census is only those that participate in the plan(s). We are unable to produce the job titles.

48. The RFP states that the County is looking to have the new technology platform up and running by 1/1/2019 (page 8) – is that correct? If so, how does the group plan to enroll this fall?

Response: We have an existing enrollment system still under contract until 1/1/18.

49. What is the desired enrollment strategy – onsite face to face (individual meetings), call center, self-service, other?

Response: Self-service

50. Can you confirm the Go Live Date is January 1 of 2019?

Response: Go live date is 1/1/2018

51. Are your employees on a 24 or 26 pay periods per year schedule?

Response: 26 pay periods

52. Can you provide a list of the firms that would be interested in subcontracting?

Response: No

53. Please clarify what is meant by interface with Tyler Munis?

Response: Ability for data to transfer and merge with our existing purchasing, budgeting, payroll, HR, system which is currently Tyler/Munis system.