

EMERALD COAST UTILITIES AUTHORITY
RFP NUMBER: 2014 03
EMPLOYEE BENEFITS AND INSURANCE
CONSULTANT SERVICES

February 20, 2014

ADDENDUM NUMBER 3

Prospective Proposers:

This addendum is to answer questions that have arisen concerning the execution of the submittal of this RFP. Please note the following responses:

1. Question: Who is the current consultant/advisor to ECUA?

We do not currently have a contract with a consultant for employee benefits and insurance consultation.

2. Question: What is the most recent annual compensation paid to the current consultant/advisor to ECUA, for the services as detailed in the RFP?

As stated above, we do not currently have a consultant. However, within the last several months, we utilized consultant services for a defined project. The hourly fees were as follows, not to exceed a maximum amount for the entire scope of services.

Senior Consultants	\$200
Consultants	\$125
Administrative/Technical	\$ 50

3. Question: Will ECUA allow for an inflationary increase in the optional third and fourth years of the engagement/contract?

The ECUA's request is as stated in the RFP: "Contracts shall be proposed for the term of May 1, 2014 – April 30, 2016, two (2) years. If mutually agreeable to both parties, the contract may then be extended for up to two additional one-year periods, with no increase in price."

Our RFP does allow the option for submittal of exceptions or alternative proposals.

4. Question: Would ECUA accept a minimum 90 day termination notification by either party?

The ECUA's request is as stated in the RFP: "The ECUA shall be given at least 90 days written notice of cancellation or nonrenewal, the required notice should not exceed 30 days."

Our RFP does allow the option for submittal of exceptions or alternate proposals.

5. Question: Regarding item “E” under Consultant Services, can you provide an estimate for the total number of meetings ECUA would expect annually for the items listed? And please indicate if these are including or not including the quarterly meetings.

Attend Employee Benefits Committee meetings about twice a year to address significant changes and review recommendations regarding renewals. These can be coordinated with the quarterly meetings; therefore, not to exceed four.

Participate in open enrollment meetings and employee informational meetings as needed; these meetings usually occur over the course of a week. In these meetings, carrier representative participation is preferable; therefore, consultant participation is not always requested.

6. Question: Regarding item “M” under Consultant Services, if the selected consulting firm does have an online enrollment solution, would that service be considered outside the RFP Scope and, therefore, contracted separately and the pricing not to be included in the fee proposal for this RFP?

Item “L” under Consultant Services states: “Provide or recommend a system for benefits online enrollment.” Our RFP does allow the option for submittal of exceptions or alternate proposals.

If you have any questions, please call my office at 850-969-6531, or email Amy Williamson at amy.williamson@ecua.fl.gov.

Regards,

Peter Wilkinson
Purchasing and Stores Manager