



HOWARD COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT
10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-6644

ADDENDUM NO. 2
(Total Pages - 5)

March 4, 2021

Request for Proposal No. 017.21.B1

Benefits Consultant Services

Due Date: March 17, 2021 Time: 3:00 P.M.

The following shall be incorporated into the captioned solicitation as though included in the original documents issued.

The Board of Education authorizes the following changes, clarifications and or attachments to the solicitation documents; however, such changes shall not relieve the firm of their responsibilities as otherwise required by the solicitation documents.

The virtual Pre-submission conference was held on March 3, 2021 at 3:00 PM.

The list of attendees is attached.

Notes: Terrence Pringle - Aon - pricing.... How to price when there will be RFPs?
Response: Assume there will be RFPs every year.

Adam Reese - how will proposals be evaluated? What is the criteria?
Response: We looked at the overall package and not put too much emphasis in any one area.

Brian David - do we have a timeframe for posting answers to questions? The answers will inform whether they will submit a bid response.
Response: The first set of questions should be posted by the end of the week, Monday latest. If questions come in within 24 hours of deadline, we may not be able to respond.

John Rast - Have you been with the current broker for 8 years. Root cause of RFP? Dissatisfaction?
Response: We are going out because we can. Contract did not go out through the full 8 years. Our leadership has emphasized the need to be as competitive as we can. No better way to get competitive than to bid it.

Vernon Group - Section 4 of RFP. Providing recommendations around current portfolio.
Response: Would we be open to self-funded plans. We would consider it.

Meeting ended

Please see the attached 3 pages of 20 questions.

There are no other changes.

1. Who currently provides GASB valuations? Will this service be required or is it only optional at the discretion of the County?
Response: Bolton Partners currently provides this service, in conjunction with the County Government. The pay-as-you-go calculation would be required, other calculations would be at the discretion of HCPSS.
2. Are there commissions payable to the consultant on any coverages including voluntary benefits?
Response: No.
3. Are the currently-provided voluntary benefits in-scope for this consultant RFP?
Response: No.
4. Is there a specific format required for the Cost Proposal?
Response: There is no specific form, but the Cost Proposal should include sufficient detail to understand what is included in the price, any exceptions and items the additional services as noted.
5. How often do you plan to bid the medical and pharmacy programs, and when is the next bid likely to be?
Response: Initial contract term for both medical and pharmacy has been met, HCPSS is now exercising our one year optional contract renewals, renewable up to five years. HCPSS could potentially choose to go to bid next year or could continue renewing up for another four years.
6. When has the most recent dependent audit been conducted?
Response: This is on-going.
7. Does ESI provide any reporting or other services related to the RDS program today?
Response: No.
8. Can we get a copy of the most recent OPEB valuation(s)?
Response: The County pays our OPEB. Valuations may be requested from the County or as an MPIA request to HCPSS.
9. What data warehouse system (if any) do you use today?
Response: We do not use a separate data warehouse, we use our HRIS system.
10. Who is your current HCM vendor for benefits?
Response: Workday
11. When was the last time you did a full dependent audit?
Response: Last full audit was completed approximately ten years ago, and the process has been to continuously audit on an on-going basis since then.
12. Please provide a copy of the existing consulting contract.
Response: The existing contract is not relevant to this RFP due to the changes in scope of services. However, the contract may be requested under the MPIA link on the HCPSS website.
13. Please provide a copy of the ESI PBM contract.
Response: As this RFP is for consultant services, the PBM contract is not relevant to this RFP. However, the contract may be requested under the MPIA link on the HCPSS website.
14. Please enumerate all forms of compensation to incumbent broker/consultant and how are they compensated for each of the services they provide (such as fees paid by HCPSS, commissions, carrier bonuses, administrative fees, indirect override compensation to consultant, or any other sources of income). Are any forms of compensation used to offset any service or administrative costs?
Response: This information is not available at this time.

15. Please expand upon communication needs for open enrollment and any other communication projects required. For example, benefit guides for Actives/Retirees, digital collateral, posters or mailed collateral? If mailings are required does the incumbent incur the costs?

Response: Our needs include designing/updating, and preparing both the Active and Retiree benefit guides and newsletters. The Active guide and newsletter is provided to employees digitally only, no hard copies are needed. The Retiree guide and newsletter must be printed and mailed. HCPSS would be interested in learned the cost for designing/updating and preparing only of both materials, but would also like to know the costs for preparation, printing and mailing the Retiree guides and newsletters. HCPSS may choose to print/mail in house, or may prefer to have the consultant complete this task.

16. On page 17 of the RFP, under Data and Analytics, item #6, please clarify what services HCPSS would like the consultant/broker to perform. For example, would this be to perform an RFP to find the best third party DM, wellness or other healthcare vendor, or to manage performance of the vendors currently in place?

Response: We would require both performance management of current vendors AND to potentially perform RFPs for these services, as needed.

17. On page 17 of the RFP, under Data and Analytics, item #6, what vendor(s) does HCPSS currently use to conduct clinical audits of disease management, wellness, or other health care vendors? Can you provide a sample of the outcome you are looking for? Also, what DM and wellness vendors do you currently use?

Response: Currently our DM and wellness programs are administered by our health care vendors, Aetna and CareFirst in conjunction with HCPSS. We would be interested in additional oversight of these programs which we currently do not have. Ideally a consultant would evaluate the programs as a third party and provide suggestions for improvement and opportunities for program enhancements.

18. For Dependent Audit services, is HCPSS requesting to audit only new hires on an ongoing basis or the entire population with ongoing review of new hires?

Response: We would be interested in Dependent Audit services for any newly added plan members, which would include both the dependents of new hires and any dependents brought on as a result of a qualifying life event.

19. Under Benefits Audits, in terms of the existing contract for consultant services and PBM, do they apply to a benefit administration system or do they apply to the dependent audit? If it is for benefit administration, is benefit administration part of the scope of this RFP? If not managing a benefit administration system, would the consultant be required to detect and communicate to an employee that their dependent is going to be terminated due to reaching the maximum age of the plan or are you asking if this is detected during a dependent eligibility verification audit?

1. Please list categories of dependents and rules related to those dependents and how those are defined on your system?
2. Describe how you detect and communicate to an employee that a dependent is going to be termed for age before the event occurs.

Response: Both questions only apply to a Dependent Audit. There is no Benefits Administration being requested in this RFP. For the first item, HCPSS has its own platform via Workday to identify categories of dependents and their eligibility rules; the need of the consultant would be to review any newly added dependents and verify their documentation. For the second item, there is no need to communicate to terming dependents who are aging out; the only communication required would be to those who are terminating due to not complying with the audit requirements, which could include initial communication, and any reminder and follow-up emails to dependent regarding audit needs, and eventually termination due to non-compliance notice.

20. Would you consider a single carrier instead of a broker/consultant for the School's employee benefits and benefits education?

Response: No

Full Name	User Action	Timestamp
Douglas Pindell Jr	Joined	3/3/2021, 2:59:19 PM
+1 301-606-6882	Joined	3/3/2021, 2:59:19 PM
+1 770-522-9300	Joined	3/3/2021, 2:59:19 PM
+1 770-522-9300	Left	3/3/2021, 3:02:15 PM
George, Toyin M.	Joined	3/3/2021, 2:59:19 PM
Camille Bell-Jones	Joined	3/3/2021, 2:59:19 PM
Adam Reese	Joined	3/3/2021, 2:59:19 PM
Joseph Simpson	Joined	3/3/2021, 2:59:19 PM
Austin Morris	Joined	3/3/2021, 2:59:19 PM
Nasrene Mirjafary	Joined	3/3/2021, 2:59:19 PM
Jeeni Griffin	Joined	3/3/2021, 2:59:19 PM
Novotny, Amy	Joined	3/3/2021, 2:59:19 PM
Thomas Rand	Joined	3/3/2021, 2:59:19 PM
Brian David	Joined	3/3/2021, 2:59:19 PM
Jamie Roberts (Guest)	Joined	3/3/2021, 2:59:19 PM
meggan marsjanik (Guest)	Joined	3/3/2021, 2:59:19 PM
Vernon Group, LLC (Guest)	Joined	3/3/2021, 2:59:19 PM
alex leblanc (Guest)	Joined	3/3/2021, 2:59:19 PM
Tanner Baldwin (Guest)	Joined	3/3/2021, 2:59:22 PM
Jennifer Geci	Joined	3/3/2021, 3:00:08 PM
Mitchell Yerk	Joined	3/3/2021, 3:00:10 PM
Leslie (Guest)	Joined	3/3/2021, 3:00:33 PM
Terrence Pringle - Aon Consulting (Guest)	Joined	3/3/2021, 3:00:58 PM
Chelsea Grey	Joined	3/3/2021, 3:01:05 PM
Jean-Claude Fresnel, Jr.	Joined	3/3/2021, 3:01:32 PM
bill nicholson	Joined	3/3/2021, 3:01:36 PM
+1 865-384-9098	Joined	3/3/2021, 3:02:12 PM
+1 240-484-6083	Joined	3/3/2021, 3:02:28 PM
+1 240-484-6083	Left	3/3/2021, 3:03:37 PM
Blakely (Guest)	Joined	3/3/2021, 3:02:33 PM
Joanne Bartholomew	Joined	3/3/2021, 3:02:36 PM
+1 443-841-5051	Joined	3/3/2021, 3:02:45 PM
+1 410-627-0775	Joined	3/3/2021, 3:03:24 PM
Veronica Green	Joined	3/3/2021, 3:03:39 PM
John Rast	Joined	3/3/2021, 3:04:32 PM
Lynn Argenbright	Joined	3/3/2021, 3:04:51 PM
+1 240-484-6083	Joined	3/3/2021, 3:04:55 PM