

COMMONWEALTH OF VIRGINIA

## RSW REGIONAL JAIL



November 12, 2014

### ADDENDUM 2

### VOLUNTARY EMPLOYEE BENEFITS

RFP-010-RSW

Questions Received: Wednesday, November 12, 2014

Q: How many employees are currently eligible to participate? How many are full-time and part-time?

A: We are authorized 149 positions but we currently have 124 filled positions with one part-time position.

Q: Can you please provide census data with all eligible employees including gender, dates of birth, job titles, and salaries?

A: See attached

Q: Who is the current carrier? Is the carrier eligible to bid again?

A: The RSW Regional Jail does not currently offer these benefits.

Q: Will RWS Jail consider awarding the voluntary benefits to multiple carriers, or one carrier?

A: Yes, however we would prefer to use one vendor for all voluntary employee benefits.

Q: What is the current enrollment, number of policies by type, male vs female policy holders?

A: The RSW Regional Jail does not currently offer these benefits.

Q: What are the current annual premiums per policy type?

A: The RSW Regional Jail does not currently offer these benefits.

Q: What is the total 2013 annual premiums and year to date 2014 for all payroll deduction policies?

A: The RSW Regional Jail does not currently offer these benefits.

Q: Can you confirm the current Long Term and Short Term Disability benefits offered to the RWS Jail employees? Confirm and advise if RWS Jail has supplemented these coverages with any other group-sponsored plan through the Commonwealth of Virginia?

A: The RSW Regional Jail does not currently offer these benefits.

Q: What type of enrollment do you envision for the voluntary insurance?

A: Please refer to the RFP.

Q: What is the expectation of how individuals would be able to enroll? Would the preference be onsite open enrollment or some other method? How many times per year would there be open enrollment?

A: Please refer to the RFP. Open enrollment is once per yr.

Q: Would RWS Jail accept proposals from brokers that present a portfolio of products from more than one carrier or multiple carriers?

A: Yes

Q: Is there a broker or consultant to help RWS Jail evaluate the proposals?

A: No

Q: To help us understand required project personnel, how many different worksites will need to be staffed during the January 30th – February 26th open enrollment?

A: One

Q: Will RWS Jail allow the carrier to utilize emails throughout the enrollment period to help announce, educate, and send reminders about insurance?

A: Need clarification. Allow to have access to our server to send emails?

Q: Are group or one-on-one, enrollment meetings possible at the worksite, “on the clock” or during lunch or work breaks?

A: Please refer to the RFP. Open enrollment will be on-site and will be at different dates and times to allow all employees access during their shift.

Q: Will current carrier payroll deduction slot terminate with existing carrier upon effective date of new coverage?

A: The RSW Regional Jail does not currently offer these benefits.

Q: When did the current carrier payroll deduction voluntary plan become effective?

A: The RSW Regional Jail does not currently offer these benefits.

Q: When will payroll slot deduction of the new plan begin?

A: Please refer to the RFP.

Q: What is RWS Jail's expectation of the selected vendor in conducting onsite benefit group and/or one-on-one employee meetings?

A: Please refer to the RFP.

Q: Can you please provide copies of the current carrier's pamphlets or booklets that detail the coverage?

A: The RSW Regional Jail does not currently offer these benefits.

Q: Are onsite enrollments permitted year round, ie, once a quarter?

- a) How many work site locations can accommodate enrollment meetings?
- b) Of those work site locations, how many can accommodate group meetings?
- c) How many can accommodate individual meetings?

A: Refer to answers above and the RFP.

Q: Will RSW Regional Jail permit sub contract participation of a Commonwealth of Virginia Small Woman and Minority Owned (SWAM) business?

A: Please refer to the RFP.

Q: It was noted in bold font that RSW Regional Jail will designate broker of record.

- a) Will this broker of record be determined by submitting a bid through this RFP process, or separately?
- b) Has broker of record already been identified? If yes, what is name of broker?
- c) What is the role and/or outlined duties of the broker of designated broker of record?

A: It has not been determined at this time if the Broker of Record will be needed.

Q: Since RFP is seeking on line enrollment capabilities, special payroll, premium collection administration, commissions will be needed to finance this along with onsite communication personnel. Will designated broker of record accept 15%-20% of total commissions?

A: It has not been determined at this time if the Broker of Record will be needed.