

## FLINT HILLS AREA TRANSPORTATION AGENCY

**Procurement Type: Request for Proposal**

**Procurement ID: FY21-0802-RMS**

### **ADDENDUM I: Response to Vendor Questions**

Deadline for Inquiries about Scope of Work: August 21, 2020

Deadline for Responses to Inquires: August 24, 2020

The following is a list of all Vendors requesting a copy of the RFP and their questions submitted by August 21, 2020 (any questions received after this date will not be answered). All questions and answers will be provided to all potential Vendors who have expressed interested and posted on our website. All vendors submitting a proposal must include acknowledgement of Addendum with their responses.

*Received from Erin Burch, Assurance Partners*

1. Under Section D. Scope of Work 2.a.viii., it states “Travel to home office of insurer at least once each year.” Can you please clarify the intent of this statement? Our agency has at least yearly visits with regional vice presidents of insurance companies, but they may occur in our office or remotely. For example, Philadelphia Insurance’s home office is in Philadelphia, Pennsylvania. Would meetings with regional vice presidents of the insurer in our office be acceptable?

*Response:* With the current climate and the COVID-19 pandemic we understand that on-site may not be an option and remote meetings (via Zoom, etc) will be acceptable. The intent of this is to ensure that the Vendor is providing regular communication centered around new development or changes in the industry, recommendation and analysis of our current products, and recommendation and consulting for possible changes in the services. While we would prefer at least one face to face meeting a year, we know that may not be a possibility for this coming year.

2. Under Section A. Request for Proposal 3. Proposal Closing and Submission you mentioned the proposal is to be mailed to Flint Hills Area Transportation Agency and in Section E. Proposal Information/Instruction 2. Submittal it mentions an electronic copy can be sent. Is it acceptable to only send an electronic copy or does a mailed copy need to be received as well?

*Response:* This is not considered closed bid process and, therefore, electronic copy or paper copy will be acceptable. Instructions in Section E.2 (Page 12) are the correct. If emailing the Subject Line should be labeled “Request for Proposal / FY21-0802-RMS” and if mailing the envelope should have the same label. If providing paper submittal, we would request that you submit an electronic copy via flash drive.

*Received from Jeff Schober, Gallagher*

1. What broker/consulting firm(s) currently provide these services for FHATA?

*Response:*

- Workmen's Compensation – Accident Fund – Assurance Partners
- Commercial Liability – Philadelphia – Assurance Partners
- Employee Benefits Consulting – USI Insurance Services
- Risk Management – we do not currently have a separate contract, this will be a new service.

2. On a scale of 1 to 5 (being extremely satisfied), what is FHATA's current satisfaction level with the services currently being rendered? Additional insight/detail you are able to share related to your rating on this question is much appreciated.

*Response:* We do not believe it would be appropriate for us to rate our current vendors or services provided. However, we have highlighted some areas that we are seeking to improve or believe to be key points in identifying the right services for FHATA. We are seeking a partnership throughout the year(s) and not just annual discussion around renewal of contracts our expectations include:

- Strong communication and on-going analysis around current conditions and trends in the marketplace that may have an adverse impact our short and long-term budget planning
- Innovation in services generally, that allow the FHATA to have adequate coverages and benefits that are fiscally constrained
- Development of risk management policies and procedures that are relevant for our company size.
- Ensuring on-going regular interaction with administrative staff
- Timely follow-up and response

3. Does FHATA pay the current broker/consulting firm for these services on a fee-only basis, commission-only basis, or a combination of both fee and commission?

*Response:*

- Workmen's Compensation – Commission only
- Commercial Liability – Commission only
- Employee Benefits Consulting – Fee based

*Received from Marcus Henley, Bukaty Property & Casualty Services*

1. How many enrolled employers are in your medical plan?

*Response:* We currently have 13 enrolled in the medical plan and 19 in dental benefits.

2. Are the premiums listed on page 5 of the RFP your current monthly premiums?

*Response:* The amount reported on Page 4 for Health Insurance was an error. The premiums are not \$5,970.00. The lowest cost premium for health insurance option is \$497.65 (for a single policy) of which FHATA currently covers \$275.00 of the premium.

3. Can you share who your broker is for both P&C and Benefits?

*Response:*

- Workmen's Compensation – Accident Fund – Assurance Partners
- Commercial Liability – Philadelphia – Assurance Partners
- Employee Benefits Consulting – USI Insurance Services
- Risk Management – we do not currently have a separate contract; this will be a new service.

4. How long have they been your broker?

*Response:*

- Assurance Partners – 7+ years
- USI Insurance Services – 3 years