

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Scott Muri, Ed.D, Superintendent of Schools

PURCHASING DEPARTMENT

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NOTICE TO BIDDERS

ADDENDUM TO REQUEST FOR SEALED PROPOSAL

DATE: 2/1/2018

This Addendum forms a part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Bid entitled: ANNUAL CONTRACT FOR VOLUNTARY ACCIDENT INSURANCE

Bid Number: 12327

Bid Opening Date & Time: FEBRUARY 8, 2018 @ 2:30 P.M.

ADDENDUM NO. 2

Please make the following additions, revisions, and/or deletions to the Bid Document:

The bidder shall acknowledge receipt of this addendum in his bid form.

See Questions and Answers Below

ADDENDUM NO. 2, PROPOSAL #12327 QUESTIONS AND ANSWERS

Question #1: Which online enrollment system does Spring Branch ISD use and will this be self-enroll?

Answer #1: **MGM The Benefits HUB.**

Question #2: Does SBISD want 24 hour coverage or non-occupational?

Answer #2: **SBISD would like 24 hour coverage.**

Question #3: Can SBISD confirm the number of eligible lives?

Answer #3: **4583**

Question #4: Can SBISD clarify if HUB means Hub Gulf South?

Answer #4: **No, the HUB is the online enrollment system used by MGM Benefits.**

Question #5: Can SBISD confirm specifically what type of enrollment support is being requested?

Answer #5: **SBISD is requesting enrollment materials such as brochures, flyers and an account representative for administration purposes.**

Question #6: Is Willis Tower Watson the current AOR?

Answer #6: **Yes, Willis Tower Watson is the current AOR.**

Question #7: Will SBISD accept a CD instead of a flash drive/USB for the electronic copy of the proposal?

Answer #7: **Please provide USB/Flash drive only**

Question #8: A) Will SBISD accept electronic identification as signature on all forms?
B) Will SBISD accept electronic data on an ongoing basis?

Answer #8: **A) Yes, SBISD accepts electronic identification as signature
B) EDI file feed via the HUB benefit administrative system**

Question #9: Can SBISD provide a revised census with gender information?

Answer #9: **Please see addenda #1**

ADDENDUM NO. 2, PROPOSAL #12327 QUESTIONS AND ANSWERS

Question #10: Can SBISD confirm that part-time employees provided on the census not be included?

Answer #10: Part-time employees working 50% or more of a full time position are eligible for benefits and are on the census. This is SBISD eligibility wording: An employee must be an active, contributing TRS member or a TRS retiree who works 50% or more of the time required of the standard workload for a full-time position.

Question #11: A) Will coverage be enrolled alongside the core benefits?
B) If so, will it be enrolled alongside medical coverage or will the benefits be added to the end of the enrollment experience?
C) If not, will the benefits be enrolled on the same platform as the core benefits or on a separate platform?

Answer #11: A) Yes
B) The coverage will be enrolled alongside the core benefits
C) The benefits will be in the same platform.

Question #12: How is coverage currently marketed (e.g. benefit booklets only, enrollment meetings, online education tools)?

Answer #12: Online education tools

Question #13: What type of access will the vendor have to employees to market the requested coverages?

Answer #13: The marketing will be done through the district's benefits department.

Question #14: A) How many enrollment meetings will the life insurer be expected to tend?
B) How many different locations will these meetings be held at?

Answer #14: A) Zero, enrollment meetings are hosted by the district's benefits department.
B) Zero

Question #15: Can SBISD confirm whether the chosen carrier will be required to mail SPDs to participant's homes or whether the employer will distribute the information to each employer?

Answer #15: The chosen carrier will need to mail SPDs directly to participants' homes.

**ADDENDUM NO. 2, PROPOSAL #12327
QUESTIONS AND ANSWERS**

Question #16: Page 29 on the CSP requests a low/high plan, but on page 47 of the CSP only has space for 1 set of rates, where should the low/high rates be included?

Answer #16: Provide a formal proposal on carrier paper and include in the excel Proposal Form, illustrate benefit and rates.

Question #17: Page 47 of the CSP requests a 4-Tier format but only has a 3-Tier layout, where should the 4-Tier be included?

Answer #17: SBISD prefers composite and 4 tier rate format. Please include in the excel Proposal Form in the Provision & Rates tab in the spreadsheet along with benefits illustrated. Also provide formal proposal. Age banded rates may also be permitted. Rates quoted should be monthly, and in even number to allow for equal division for SBISD payroll with occurs twice a month.

Question #18: Can SBISD confirm that an employee + child rate should be included and if so where should this rate be included?

Answer #18: See question #17

END OF ADDENDUM NO.2