



### ADDENDUM NO. 3

Proposals for: RFP 2020-21-003 Third Party Administrator Services:  
Benefit Consultant with Implementation of Online Benefit Management,  
Section 125 & Cobra

The following clarifications, amendments, deletions, additions, revision and/or modifications are made a part of the contract documents and change the original documents only in the manner and to the extent hereinafter stated and shall be incorporated in the contract documents.

Provisions of this addendum shall take precedence over requirements of the original documents released.

PROPOSERS ARE REQUESTED TO ACKNOWLEDGE SAID PROVISIONS IN THEIR SUBMISSION.

This addendum is issued to clarify and revise as follows: Questions & Answers

1. Is the ISD seeking a single provider for all requested services?  
District response: Yes
2. Would you accept a proposal for only COBRA services?  
District response: No. TRS handles all health insurance COBRA services. Our Benefits Clerk handles COBRA dental and vision (only) in our office.
3. How many HR locations are responsible for COBRA Administration?  
District response: 1
4. How many locations branches and/or locations?  
District response: 1. Central Administration office
5. What is the estimated number of administrative users or HR contacts?  
District response: 4 or 5
6. How many benefit eligible employees does the ISD employ?  
District response: 1067
7. How many insured employees?  
District response: It depends on the insurance. Health insurance is approximately 750 through TRS
8. What was the number of insured employees in 1/1/19 & 1/1/20?  
District response: approximately 750
9. How many COBRA active and pending participants are there currently?  
District response: Less than 10
10. What is the average number of COBRA qualifying events per month?  
District response: 10

11. What is the average number of new hires per month?  
District response: 10-15
12. How many qualifying events have been processed in 2020 so far?  
District response: Approximately 50
13. How many qualifying events have been processed in the prior year?  
District response: Approximately 50
14. Are there any plans for downsizing?  
District response: No
15. How many Medical, Dental, and Vision plans are there  
District response: TRS has 4 plans for health insurance. Dental – 2; Vision – 1  
Please list their renewal dates. District response: 9/1/21
16. How many insurance carriers provide plans to the ISD?  
District response: 7 (includes TRS)
17. Who is the current COBRA administrator?  
District response: See number 1
18. Who is the current Benefits administrator?  
District response: Bancorp
19. What is the current pricing for administrative services?  
District response: The district does not pay for administrative services
20. What is the current pricing for COBRA administrative services? (Example: Per Eligible Employee per month (PEPM) or Event Drive)  
District response: None
21. Does the award vendor retain the 2% administration fee?  
District response: TRS handles COBRA for health insurance. The District does not charge administrative fees for dental or vision.
22. Why is the ### going out to market?  
District response: Interested in considering proposals from other vendors
  - a. Are there specific pain points that need be addressed? District response: No
23. Will detailed evaluation feedback and scoring be released after the award has been made?  
District response: The bid tab will be released if requested
24. Please provide the following additional dates to your RFP timeline.  
District response:
  - a. Proposer short list date District response: February 8-12
  - b. Presentation date(s) District response: Same as above
  - c. Implementation dates District response: After board approval in February, we will begin working with the new vendor on implementation right away for 9/1/21 start date
  - d. Open Enrollment date(s) District response: Mid-July through Mid-August
  - e. Fiscal year start/end dates District response:

**End of Addendum**

Should you have any additional questions please do not hesitate to contact me via email at [gwynetheiapope@gisd.org](mailto:gwynetheiapope@gisd.org) prior to the question deadline of 2pm on 1/27/2021.

It is still the districts intent to release a question and answer addendum on 1/29/2021 as indicated in the solicitation document.

Gwynetheia Shabazz Pope  
Gwynetheia Shabazz Pope, CTPM, CTCM  
Purchasing Coordinator

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Date

\_\_\_\_\_  
Proposer

\_\_\_\_\_  
Date