

**RFP NO: RFQ20-093 DATE: MAY 5, 2020**

**BUYER: Kelly Sloan, Purchasing Manager PHONE: (816) 271-4465**

**ADDENDUM #1**

FUNDING DEPARTMENT: HUMAN RESOURCES DEPARTMENT

EQUIPMENT/SERVICES REQUESTED: BENEFIT CONSULTING SERVICES

**PLEASE NOTE: SEE BELOW FOR CLARIFICATIONS AND ADDITIONAL INFORMATION: PLEASE SUBMIT THIS INITIALED ADDENDUM WITH YOUR BID RESPONSE.**

1. Why are these services going out to bid (e.g., not satisfied with current consultant/broker or level of service provided, improve pricing, due diligence, ala carte servicing not efficient)?

**End of the term on our previous bid.**

1. When did Missouri Western State University last go out for bid for these services?

**July 14, 2014.**

1. Who is the incumbent consultant/broker?

**Power Group won the bid and was rebranded to Truss LLC.**

1. How long has the incumbent consultant/broker been in place?

**Six years.**

1. What are the current fees charged or commissions paid on an annual basis?

**$39,000.**

1. Are the coverages full-insured? If not, what coverages are self-funded?

**Hybrid program.**

1. Please describe your current benefit strategy development process?

**Not defined.**

1. How are data and analytics provided today? Do you utilize a data warehouse product? Is the information typically provided by your health carriers or broker/consultant?

**Information provided by Consultant.**

1. What are the top three concerns that need to be addressed immediately?

**Main concern is the overall cost of the program.**

1. Please describe your strategy around Wellness. Also, please describe any products, services or incentives utilized to keep faculty, staff and their families engage in wellbeing activities.

**We have an active wellness program supplanted by our insurance carrier.**

1. Please describe your current approach to communications, ie., are they developed in house vs. developed by an external vendor or your current broker/consultant?

**Combination of both.**

1. Given Missouri’s current shelter-in-place order, will Missouri Western State University accept submissions electronically if submitted prior to 2:00pm on Wednesday, May 13, 2020 or will hard copies be required as noted in Submission Materials, page 9 of the Request for Qualifications 20-093?

**No.**

1. If electronic delivery is acceptable, will a separate flash drive still be required?

**Flash Drive is required with submission and remember electronic submissions are not permitted.**

1. Are there any retiree or separate/grandfathered benefits to be considered in the scope?

**Retirees to age of 65 only.**

1. Please confirm if the current consulting partner fee structure is commission, fee-based or a combination of both.

**Fee based.**

1. Which consulting firms/brokerages have received notice of this RFQ?

**Excel Vendor list is included as attachment.**

1. What have been the actual fixed fees for this scope of services for the past two years? What special and/or out-of-scope services has been billed for in the last two years?

**$39,000. No additional service have been performed out of the scope.**

1. Is there a specific format you are requesting for the expected cost of services?

**No.**

1. Is there an anticipated contract term?

**Yes, Missouri Western State University (MWSU) is seeking a one year agreement with the option to renew an additional two years upon mutual agreement by the vendor and MWSU. The pricing may be renewed by MWSU on a year-to-year basis to continue the relationship until June 30, 2023, for a three-year agreement. Please note in pricing page of any proposed increases for the subsequent years should the agreement continue. See attached RFQ specifications with addition under Term on page 9.**

1. Can samples be provided of the most recent annual enrollment communication materials? Beyond enrollment, what ongoing communications regarding benefits are issued in the course of the year?

**Benefit Summary is found on Missouri Western State University’s website under Human Resources.**

1. Please clarify the extent of communications support that will be expected as part of the engagement? For example, is the expectation that the university’s consulting/brokerage partner will design and produce new communication materials?

**Please provide the services that you have available.**

1. How does MWSU currently administer its benefits programs (e.g., enrollments, transfer of data to providers, etc.)?

**In partnership with the consultant.**

1. Please confirm that prescription drug coverage is currently provided through the Blue Cross Blue Shield health insurance plan.

**Yes.**

1. Has MWSU presented benefits to faculty and staff as being part of a broader total rewards package? If so, how has that been communicated?

**Yes, through the Human Resource Office.**

1. Is an annual total rewards statement provided to your staff and faculty that brings together a comprehensive view of available benefits for them on a personalized basis?

**No.**

1. Other than voluntary life insurance as listed in Exhibit A, are there other voluntary products offered to faculty staff (e.g., pet, auto/home, identity theft, etc.). If providing voluntary benefits, will MWSU want this to be handled directly with faculty/staff or is MWSU willing to administer the payroll deduction?

**No. Mainly through payroll deductions.**

THIS ADDENDUM IS HEREBY CONSIDERED TO BE A PART OF THE ORIGINAL BID SPECIFICATIONS AND NEEDS TO BE INITIALED AND RETURNED WITH YOUR BID IN ORDER TO BE CONSIDERED.