



July 8, 2013

TO: ALL POTENTIAL OFFERORS

RE: ADDENDUM NO. 1 for Solicitation P-004405, "Benefits Administration and Consulting Services"

Dear Sir/Madam:

Attached is Addendum No. 1 dated July 8, 2014 in regard to the above referenced solicitation. This addendum shall be attached to the noted solicitation and take precedence over the same.

All offerors must acknowledge receipt of this addendum on page H-10 of their solicitation packages.

If you should have any questions, please contact James Davis at (215) 684-8313.

Sincerely,
Philadelphia Housing Authority

James B. Davis
Senior Sourcing Manager - Procurement

Attachment: Addendum No. 1

cc: File P-004405



THE PHILADELPHIA HOUSING AUTHORITY
3100 Penrose Ferry Road, Philadelphia, PA 19145
ADDENDUM NO. 1
Dated July 8, 2014 for
Solicitation No. P-004405
“Benefits Administration and Consulting Services”

This addendum shall be attached to the noted solicitation and shall take precedence over the same and previous addenda. Any items not mentioned herein nor affected hereby shall be performed strictly in accordance with the original specifications, drawings, and previous addenda thereto.

ITEM 1: The proposal due date has been extended to Thursday, July 24, 2014, 11:00 AM

End of Addendum



July 16, 2014

TO: ALL POTENTIAL OFFERORS

RE: ADDENDUM NO. 2 for Solicitation P-004405, "Benefits Administration and Consulting Services"

Dear Sir/Madam:

Attached is Addendum No. 2 dated July 16, 2014 in regard to the above referenced solicitation. This addendum shall be attached to the noted solicitation and take precedence over the same.

All offerors must acknowledge receipt of this addendum on page H-10 of their solicitation packages.

If you should have any questions, please contact James Davis at (215) 684-8313.

Sincerely,
Philadelphia Housing Authority

James B. Davis
Senior Sourcing Manager - Procurement

Attachment: Addendum No. 2

cc: File P-004405



THE PHILADELPHIA HOUSING AUTHORITY
3100 Penrose Ferry Road, Philadelphia, PA 19145
ADDENDUM NO. 2
Dated July 16, 2014 for
Solicitation No. P-004405
“Benefits Administration and Consulting Services”

This addendum shall be attached to the noted solicitation and shall take precedence over the same and previous addenda. Any items not mentioned herein nor affected hereby shall be performed strictly in accordance with the original specifications, drawings, and previous addenda thereto.

ITEM 1: The following attachment is questions from potential offerors and PHA's Responses:

Basic Questions:

1. Are the Medical and Prescription plans self-insured and if so, is the Consultant expected to develop rates for the various plans? **Fully Insured**

Enrollment Processing:

2. Does PHA have a HRIS system? **Yes**
3. If so, who is the HRIS system provider? **Unable to answer - Confidential**
4. If so, is the HRIS system linked to payroll? **Yes**
5. Please define in more details what role the Consultant will play in processing enrollment requests, additions, deletions and terminations?
The PHA will meet with its employees and forward the needed information to the selected party. The selected party will then work with the carriers to process the changes.
6. Please indicate if the PHA is currently using carrier portals to manage eligibility and employee changes or if the Consultant is expected to do that?
The selected party is responsible for processing all changes with the carriers.
7. Is there a web based enrollment system in place for employees? If so, please describe this system.
No.



8. Who updates the current HRIS or payroll system with new hires and terms and lifestyle changes?

PHA

Materials:

9. Can we see copies of the current benefit package materials so we can assess the level of detail expected?

Currently, we offer four medical plans, one dental, one vision, group life insurance, voluntary STD, voluntary LTD, Flexible Spending Accounts (Health, Dependent Care, Parking, Transit), and Supplemental Insurance. The level of detail expected is enough to explain the benefit and provide the highlights of the plans, which will be supplemented by the summary plan descriptions.

10. Are the current materials satisfactory? If not, what does the PHA want to change and why?

They are, but will need to be kept up-to-date, and reassessed periodically. We must also comply to the requirements for the public procurement process.

11. Are electronic copies of the carrier specific information acceptable or do you want hard copies?

Generally, electronic copies are sufficient.

12. Can we see a current copy of the current "New Hire Packets" so we can assess this for pricing.

Fairly standard new hire packets, see item (9) for info.

General Questions:

13. Who is PHA's current Consultant? Contact PHA's "A Right to Know" Dept.

14. How long have they been the PHA's Consultant? Same as above

15. How was the current PHA Consultant selected? PHA Board

16. What is the current fee arrangement - is this a fixed fee, commission, hourly?

Commission for consulting/brokering; fixed fee for benefits hotline/benefits administration

17. How much did the PHA pay its current CAP Consultant in calendar years 2010 to 2013. (Contact "A Right to Know" department.) Were any additional payments made by the PHA in excess of the fixed fee arrangement? (Contact "A Right to Know" department.)

18. What are the current hourly billing rates that the incumbent is charging PHA? (Contact "A Right to Know" department.)

19. What additional commissions and fees from any insurance companies were earned by your current Consultant in 2010 to 2013?

(Contact "A Right to Know" department.)



20. Does the current Consultant provide the PHA with the number of hours worked each month? And the number of hours by type of service? If so, please provide the same for 2010 - 2013.
No.
21. When was the last time the PHA conducted an RFP for medical, dental, vision, life and prescription? **It has been several years.**
22. How many RFP's will the Consultant be expected to undertake on behalf of the PHA in 2015, 2016 and 2017 and in what area?
Each service/product provider that is paid by the PHA will need to be procured in accordance with HUD procurement guidelines.
23. Are any benefit plans currently out to bid? If so, what will the role of the new Consultant be with respect to these plans?
All plans are secured for the current benefit plan year.
24. Please explain why the PHA is issuing this RFP? **Contract is expiring**
25. Who is the TPA for your medical plan? **N/A**
26. Are the current carriers paying commissions or fees for the dental, vision, life and disability? If so, how much? **(Contact "A Right to Know" department.)**
27. What type of communication services are your Consultant expected to provide?
COBRA Notifications
28. Please describe the actuarial services if any which you expect your Consultant to provide.
During the brokering/renewal process, it is expected that the financial impact of the available alternatives will be discussed/detailed.
29. Who is the PHA's current MBE and WBE on this contract, what services do they perform and what percentage of the contract does this represent?
Irrelevant; currently, not applicable

The Life Insurance and AD&D percentage is 15%, which would put the additional cost between \$55,000 and \$60,000.

30. **Current Insurance Carriers:** Who are the insurers or administrators by line of business that manage your program today? (i.e. Dental – Delta Dental, Medical – IBC).

(Contact "A Right to Know" department.)
31. **Current Broker:** Please identify your current broker and provide us information regarding your current broker relationship including how many years they have



acted on your behalf. Additionally, if there are any other third party vendors providing services (such as TPA or Actuarial services), please provide information on them as well.

(Contact "A Right to Know" department.)

32. **Premium/Program Costs:** What are current program annualized premiums by type of insurance? What is the current Consultant/Broker compensation?

(Contact "A Right to Know" department.)

33. **Employee Data:** Please provide total projected number of employees. Also include how many are eligible for benefits and how many are enrolled as of this date. Please state if any retirees are eligible for coverage, and if so, how many are covered.

The PHA currently has 1,453 employees. There are currently approximately 1,260 benefits eligible employees receiving benefits. There are no retirees receiving coverage, outside of COBRA, but there is one spouse covered for life and dependents covered until the age of 26, due to a CBA provision.

34. **Renewal Dates:** Please provide the present renewal/anniversary dates per insurance plan.

Each of benefit plan years, excluding the FSA plans, run from August 1st through July 31st. The FSA plans run on a calendar year basis, as required by the IRS.

35. **Funding Type:** Are the current benefit plans fully-insured or self-funded? If self-funded, who is the re-insurer and what are the applicable stop-loss levels? Fully-insured

36. **Collective Bargaining:** Please confirm if any collective bargaining agreements currently exist. If so, please provide the contract expiration dates.

CBAs do exist, but we are currently in negotiations.

37. **Benefits Administration:** What company currently provides the services listed under Ben Admin in your request?

(Contact "A Right to Know" department.)

38. **RFP Inquiry:** Does the scope of the RFP include FSA administration, Retiree Billing/Collection, Medicare Part D filing, or any other specific services not mentioned in the scope section of the RFP?



(Contact “A Right to Know” department.)

39. **Finalist Presentations:** Will the governing body or board perform finalist presentations to evaluate the proposals in person? If so, when in the process will such sessions take place?

The finalist could potentially be invited to give a presentation before the review committee to assist in determining the most viable candidate.

End of Addendum