

**Supplier Q & A**

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| **RFP Number: 1-25** | **RFP Title: Employee Benefits Broker Service for Ancillary Benefits Plan** |
| Requesting City: Local Govt. City of Valdosta | Date: 01/24/2025 |
| Issuing Officer: Teresa Davis | RFX Initially Posted on Website: 01/08/2025 |
| Email Address: tadavis@valdostacity.com | Telephone: 229-259-3521 |

**1. Q. Does the RFP require the requesting broker to have an existing relationship with your agency or prior experience working with government agencies or municipalities?**

**A.** No prior relationship with us is required. Preference for those working with other governmental agencies, but not required.

**Referenced RFP Section:** Relationship Requirement

**2. Q. Does the RFP specify whether intermediaries are excluded from participating?**

**A.** Intermediaries are not excluded.

**Referenced RFP Section:** Intermediary Participation

**3. Q. Is the RFP requesting rates that are net of the commission?**

**A.** No rates are required. We would like to know the compensation structure being proposed and, if commission, would like to know that matrix (if currently available).

**Referenced RFP Section:** Rates & Commission

**4. Q. When will the City of Valdosta make a decision on the ancillary broker?**

**A.** As soon as practical after receipt/ review of submissions.

**Referenced RFP Section:** General Question

**5. Q. When will the new broker selected take effect for City of Valdosta?**

**A.** As soon as approved by Mayor/Council and plans set up.

**Referenced RFP Section:** General Question

**6. Q. Is there a target date the city will have in person interviews?**

**A.** As soon as practical after receipt/review of submissions.

**Referenced RFP Section:** General Question

**7. Q. Is the goal for the City of Valdosta to have 2 separate enrollments and enrollment dates for the Core Medical, Dental and Vision and then the ancillary benefits in review? Or is the city open to exploring a consolidated open enrollment?**

**A.** The city will need to do a separate enrollment for these ancillary benefits for 2025. Going, forward the goal is to have both enrollments on the same timeline.

**Referenced RFP Section:** General Question

**8. Q. Can you provide information on the current voluntary programs offered and current enrollment in these lines? What carriers are in place for each of the lines? Are these group or individual products being offered?**

**A.** We cannot provide information beyond what is currently contained in the RFP. However, we are open to (and hope to complete) a fill review of products for continued it for and any additions that may be appropriate.

**Referenced RFP Section:** General Question

**9. Q. Does the City of Valdosta intend to maintain payroll deductions for existing voluntary programs included in the RFP, or will those be moved to direct bill?**

**A.** We will maintain these on payroll deduct for the 2025 if the employee desires. They may also be moved to direct bill.

**Referenced RFP Section:** General Question

**10. Q. Descried in detail the model Section 125 Plan proposed. Provide necessary information on how each aspect of the program will work. Can you provide more detail on what the question is asking?**

**A.** This should be changed to cafeteria plan. We are not looking for a specific answer, but to see vendor proposes to do this.

**Referenced RFP Section:** Account Services

**11. Q. Will the proposal include any forms, documents, and brochures that will be provided to the City of Valdosta relating to the model plan, implementation, enrollment changes, and administration. Is the City asking about this in regard to this RFP or the proposal once the broker is selected and the recommendations are made? What documentation would you ideally like included?**

**A.** We are asking for this information once a broker is chosen. We will work with the broker to determine what is appropriate and desired.

**Referenced RFP Section:** Account Services

**12. Q. What is your process to audit enrollment and invoices for accuracy? Is this in-regards to initial open enrollment, annual open enrollment or ongoing including new hires?**

**A.** All of the included

**Referenced RFP Section:** Auditing/Reporting

**13. Q. How are your employee-facing representatives compensated? Salary, commission, combination? If combination, what percentage is salary and what percentage is commission? Who is being referred to in this question? Is this in referenced to the named team external vendors or both?**

**A.** We are looking to determine how those who are working with and enrolling our employees will be compensated.

**Referenced RFP Section:** Fees

**14. Q. It specifies that the benefits would qualify for pre-tax treatment. However,4 of the 7 mentioned are not benefits that should have premiums taken on a pre-tax benefit. That would be Critical Illness, Short Term Disability, Term Life or Whole Life. The reason for this is because if premiums are taken pre-tax, then the Benefit is taxable. One would not want their CI, STD or Life benefit to be taxed when a claim is submitted. We just want to make sure that we clarify our understanding that these are voluntary products that the employees will be paying for, but they don’t all need or have to be set up where premiums are pre-tax. (i.e. if an employee enrolls in a short term disability plan where the premium is $10 a pay period, it is better for the $10 to be deducted post tax the employee having to pay taxes on the benefit amount when they are out of work and already receiving only 60% of their pay). The accident, Cancer and Vision products should and would be treated as pre-tax, but others would hinder, rather than help your employees. Can we assume that the ‘pre-tax’ term is for benefits that are allowed to be administered this way and not all inclusive?**

**A.** Yes, the pre-tax treatment is for benefits that are allowed to be administered this way.

**Referenced RFP Section:** General Information

**15. Q. How many clients do you currently service or Section 125 Plan? How many are similar sized or larger to the City of Valdosta?**

**A.** Our reference to clients is for the organization, not the organization’s members/employees. For example, in our RFP, we (City of Valdosta) is the client.

**Referenced RFP Section:** Reference Area