

EMPLOYEE INSURANCE BROKER RFP 2024-06
ADDENDUM NO. 1
Exhibit B

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS



**ADDENDUM NO. 1 TO
REQUEST FOR PROPOSALS (RFQ) FOR
EMPLOYEE INSURANCE BROKER
RFQ 2024-06
Issued April 18, 2024**

SECTION 1.0 SCHEDULE OF EVENTS

Failure to comply with this or any other paragraph of this RFP shall be sufficient reason for rejection of the Proposal.

All times listed in the Schedule of Events are Eastern Standard Time (EST).

Event	Date/Time
Proposal Advertisement Date	March 22, 2024
Release of Request for Proposals	March 22, 2024
Questions Due from Prospective Bidder	April 5, 2024
Responses to questions due	April 18, 2024
PROPOSALS DUE TO BOCC	April 29, 2024 @ 3:00 P.M.
Posting of Selection Committee Ranking	April 30, 2024
Board consideration of Selection Committee Ranking and Authorization to Enter Contract Negotiations	May 2, 2024
Posting of Intended Award	May 3, 2024
BOCC Consideration of Final Award/Contract	May 16, 2024
Posting of Notice of Award	May 17, 2024

This addendum is being posted to revise Section 1.0 Schedule of Events. This addendum is also being posted to inform prospective bidders of no questions received.

1. Can you please provide a copy of the “Proposed Contract” referenced on Form 15 for our review?

A: The draft contract is attached to the Intent & General Info document located on the county’s website beginning on page 17.

www.jeffersoncountyfl.gov/p/procurement-opportunities

2. Please provide the name of each constitutional entity covered under the County’s benefits program to include the number of full-time employees by entity:

A:

Entity	Number of FT Employees
BOCC	100
Clerk of Court	11
Tax Collector	6
Property Appraiser	8
Sheriff	50
Supervisor of Elections	3
Other (if applicable): _____	

3. Do all constitutionals have the same costs for benefits (i.e., payroll deductions)?

A: Yes

4. Which firm currently serves as the county’s benefits broker? Please provide a copy of the current broker agreement with compensation/commission amounts.

A: Brown & Brown. We are unable to provide the agreement currently.

5. What is the County’s anniversary date for the benefits program?

A: The benefits year begins on October 1st of each year.

6. Please provide a copy of the County's 2024 employee benefits guide.

A: This has been attached to the county's procurement website.

7. If the County does not have a formal benefits guide, please provide the name of each of the current benefits carriers by line of coverage.

A: The County's benefit guide has been attached to the county's procurement website.

8. Are any of the County's current benefit plans self-insured (i.e. medical, dental, disability)

A: The county provides access to Medical, Dental, & Life Insurances group plans. Basic Life is fully funded by the County. Medical is majority funded by the County with the difference coming from payroll deductions. Dental & Additional Life insurance is employee funded. Disability is through a 3rd party. Vision is currently self-insured.

9. Does the County currently have a formal wellness program? If so, can you briefly describe?

A: No.

10. How does the County currently conduct annual open enrollment? Paper or electronic? If electronic, which enrollment system does the County use and is it provided by the current broker or procured directly by the County?

A: The County performs an open enrollment event within 45 days of the new benefits year. This is conducted through paper.

11. Can you elaborate further on the following items listed under the **3.2 Technical Specifications** in the **Scope of Work** as they relate to providing employee benefits brokerage services.

- a. *3.2.6 Broker shall issue binders and insurance certificates of coverage on behalf of the County.*
- b. *3.2.10 Broker shall provide annual policy data entry services to keep the policy archive current.*
- c. *3.2.14 A thorough review and recommendation on contracts, leases and other agreements to assess the adequacy of insurance, assumption of liability and other risk management issues will be provided. Assistance on certificates of insurance will also be requested on an as-needed basis.*

- A:
- a. At the time of benefits delivery to the board it will be provided in a manner that allows for the county to adopt and shall include appropriate designations and licensures.
 - b. The broker shall keep track of annual data on its own medium and shall archive as required by law.
 - c. The broker will review data and trends, will provide updates on risk, and assess as needed changes. The broker will also assist in determining if the County has acquired the necessary documentation.

12. Please provide the estimated annual premiums for each line of employee benefits coverage as well as the commission percentage earned.

A: The breakout of premium for medical insurance is listed below by coverage type. For all others, please refer to the employee benefits guide.

Coverage	Employer	Employee Deduction	Total
Employee	\$ 871.12	\$ -	\$ 871.12
Employee + Children	\$ 1,209.20	\$ 211.94	\$ 1,421.14
Employee + Spouse	\$ 1,363.12	\$ 308.43	\$ 1,671.55
Employee + Family	\$ 1,670.67	\$ 500.00	\$ 2,170.67