



**THE CITY OF CALHOUN, GEORGIA
ADDENDUM 1**

DATE: October 30, 2024

SUBJECT: RFP #2024-10-11 Insurance Benefits Broker Services, Calhoun, Georgia

NOTE: On page 2 of 10, two different dates were posted for the Proposal Submission Deadline.

The correct date is Thursday, November 14, 2024, at 4:00 PM, EST.

Questions:

- 1. Who does the City use for payroll?**
- 2. Does the City use a Benefits Admin/Enrollment system?**
- 3. How do you currently conduct your annual open enrollment?**
- 4. When is your open enrollment typically conducted?**
- 5. Is this a standalone contract w/ a Carrier or are you a member of a municipal association?**
- 6. What type of health claims reporting are you receiving today from the carriers and from your current benefits broker?**
- 7. Do the current benefits at the City of Calhoun include an HSA or HRA?**
- 8. For employees becoming Medicare eligible, do you have an education process for explaining their options?**
- 9. Is the City of Calhoun currently fully insured, level-funded, or partially self-insured?**

Answers:

- 1. Tyler Technologies – MUNIS**
- 2. We do not currently use a benefit enrollment system but we are interested in adding one. We currently use paper enrollment forms and would like to introduce an electronic enrollment format that will work with our payroll system.**
- 3. Our current enrollment process is in a group setting where several meetings are held and directed together by the broker and the insurance company. We encourage all eligible employees to attend an enrollment meeting.**
- 4. Our open enrollment begins in May and ends June 30th with a July 1 effective date.**
- 5. We have a standalone contract.**
- 6. We receive claims history reports upon request at renewal time. We are interested in a more structured claims history reporting process.**
- 7. We do not currently have an HSA but we do have an HRA.**
- 8. No.**
- 9. We are currently fully insured.**

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH THE RFP

ADDENDA ACKNOWLEDGEMENT FORM

RFP #2024-10-11 Insurance Benefits Broker Services, Calhoun, Georgia

Company Name: _____

The bidder has examined and carefully studied the Invitation to Bid and the following Addenda, receipt of all of which is hereby acknowledged.

Addendum Number _____

Addendum Number _____

Addendum Number _____

Addendum Number _____

Authorized Signature

Title

Print Name

Date

Vendors must acknowledge any issued addenda. Bids which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the City's requirements.

This Addendum forms a part of the RFP Documents and modifies the original RFP which shall take precedence over the originally published RFP.

All other terms and conditions remain unchanged. Any inquiries concerning this RFP should be made to Margaret Boyd (706)602-5680 or email maboyd@calnet-ga.net.

The City of Calhoun reserves the right to reject any submittals and to award the bid based on the highest and best interest of The City of Calhoun.

Acknowledge receipt of this Addendum in the space provided on this Form. Failure to do so may subject Bidder to disqualification.