

LAKELAND AREA MASS TRANSIT DISTRICT (LAMTD)

Office of Purchasing and Contracts
1212 George Jenkins Blvd., Lakeland Florida 33815

AMENDMENT OF SOLICITATION

1. SOLICITATION No. 24-007	2. AMENDMENT No. 1	3. EFFECTIVE DATE: 03/06/2024
4. ISSUED BY: Lisa Harris, Contracts Specialist Direct Dial: (863) 327-1314 Email: LHarris@ridecitrus.com		5. NUMBER OF PAGES: 3
6. REVISED SUBMISSION DUE DATE AND TIME: The submission due date and time is changed as follows: DATE AND TIME: No Change		
7. AMENDMENT OF SOLICITATION: The solicitation identified in Block 1, is hereby amended as described in Block 10 below. Except as provided herein, all other provisions of the solicitation, as hereto amended, shall remain unchanged and in full force and effect.		
8. REQUIREMENT TO ACKNOWLEDGE AMENDMENT: Failure of an offeror to acknowledge receipt of this amendment may result in offer rejection. Offeror must acknowledge receipt of this amendment prior to the deadline specified in the solicitation for receipt of offers and by one of the following methods: A. By signing Block 10 and returning this amendment to the District with your Proposal; B. By separate letter or e-mail which includes a reference to this solicitation and amendment numbers.		
9. OFFEROR'S ACKNOWLEDGEMENT OF AMENDEMENT: Name & Title: _____ Signature: _____ Offeror: _____ Date: ____/____/____		
10. DESCRIPTION OF AMENDMENT: The following modifications are hereby made to the solicitation document: A. As indicated in Block 6 above, the Offer Submission Due Date and Time has not changed: B. Under Section 6.0 Affidavits/Acknowledgements, Form B, paragraph B.012, unmark the checkbox , as necessary. C. Under Section 6.0 Affidavits/Acknowledgements, Form J, replace the first sentence with the following: "The District's FY22 and FY24 DBE Goal is 2%." D. Under Section 5.0, paragraph 5.10 A (3), replace the reference to a "Schedule of Values with "Business Plan" . E. All changes to the solicitation are referenced in paragraph A - D F. Attached to this amendment are Questions and Clarification. Responses to questions are provided as a courtesy and do not "modify" the solicitation. <div style="text-align: center;">[END]</div>		

RFP 24-007 Health Services Agency/Provider

Questions and Clarifications

March 6, 2024

1. **Question:** What is the timeline for submitting questions?

Response: Please see Section 3.2 paragraph 3

2. **Question:** Please provide a copy of the current broker agreement to include scope, additional included services (i.e. COBRA Administration, Employee Navigator) and compensation structure (annual fee / commissions) and annual amount received.

Response: The requested documents are noted as proprietary and confidential. Any further requests must be in accordance with Chapter 119 Public Records of the Florida Statutes and may incur costs.

3. **Question:** Who currently bears the cost of Employee Navigator – broker or district?

Response: The Broker

4. **Question:** Who currently administers Employee Navigator – broker or district staff?

Response: The Broker

5. **Question:** Do employees have self-serve access to enroll in Employee Navigator at open enrollment, new hire enrollment or for qualifying events?

Response: Yes, and during a qualifying event

6. **Question:** ACA reporting and measurement: Is this done by an outsourced vendor or broker or within Employee Navigator?

Response: In the past this was done by a Third-Party provider, secured by the incumbent; however, it currently performed by the District.

7. **Question:** ACA reporting and measurement: If an alternative system, please advise which and annual cost?

Response: In the past the service was provided by Benefit Administrative Services International Corp (BASIC), at roughly \$5,000 annually

8. **Question:** ACA reporting and measurement: Which payroll system is the District currently using?

Response: The District's current system is provided through Edmunds & Associates, Inc; however, a new ERP System is being implemented. Oracle's NetSuite for Government should be implemented toward the end of this year.

9. **Question:** ACA reporting and measurement: How does the District currently "collect, compile and review part-time hours worked" as requested in #16 of the Scope of Work?

Response: The District currently collects the data through job classifications. (Note as a government organization ERISA does not specifically apply). Though rare, employees may experience going from FT to PT to FT through changes in classification and as a consequence gain, lose and regain benefits

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10. **Question:** Does the District receive any wellness or technology funding from broker/carriers? If so, please state which carrier (or broker) and the annual amount of funds.

Response: Yes currently. However, the CIGNA goals have become more difficult to attain due to past success (discounts) in wellness initiatives. CIGNA in last plan year has added their partial recovery of wellness discounts through charges to the billing which technically defeats the intent/purpose of obtaining the wellness discounts at renewal.

11. **Question:** Considering the district is fully insured, please provide details of any current Benefit related Actuarial services being performed for the District, which actuary is being used & annual cost related to services

Response: No Actuarial services are currently being directly provided.

12. **Question:** Please further define broker role as requested in section 2.3 bullet #20 of the **Scope of Work:** "Manage Employee Navigator"

Response: Firstly, the District is not specifically looking for brokerage services or requiring the use of the "Employee Navigator" software. The intent of "Manage Employee Navigator" is to ensure actuarial formulas, such as but not limited to, VL, STD employees are accurately calculated within the online system.

13. **Question:** Is the District currently utilizing services of outsourced vendor to assist with COBRA administration? If so, which, and who bears the cost?

Response: Yes, the service is outsourced, and the cost is covered through COBRA Admin fees

14. **Question:** There are a number of questions in the Questionnaire that appear more relevant to a Health Insurance Program RFP (insurance carriers), than to a Broker/Consultant RFP. These are #15, 16, 29, 30, 31, & 37. Please confirm if these can be eliminated.

Response: The

15. **Question:** There are a number of questions in the Questionnaire that appear more relevant to a Health Insurance Program RFP (insurance carriers), than to a Broker/Consultant RFP. These are #15, 16, 29, 30, 31, & 37. Please confirm if these can be eliminated.

Response: The questions within the RFP are to demonstrate a firm's ability to meet the needs of the District. The questions are designed to shape an understanding of the overall capability of the respondent organization Said questions are part of the evaluation criteria, though some questions may not be applicable (N/A), not responding or omissions may be scored according.