

**Council**

Bob Margolis, Mayor  
Howard K. Coates, Jr., Vice Mayor  
Matt Willhite, Councilman  
Anne Gerwig, Councilwoman  
John Greene, Councilman

**Manager**  
Paul Schofield

**RFP No. 003-14/ED**

**Title:** Insurance Brokerage Services

**RFP Opening Date:** March 12, 2014 at 10:00am

**Addendum Date:** February 20, 2014

**ADDENDUM NO. ONE**

**PURPOSE:** The purpose of this Addendum/NOTICE is to make changes, additions, deletions, revisions, and clarifications to the Request for Proposal (RFP) documents for **Insurance Brokerage Services**. Proposers shall review the Addendum/NOTICE work and requirements in detail and incorporate any effects the Addendum/NOTICE may have in their proposal price

1. **Question:** Who is the current Property & Casualty/ Worker's Compensation broker? Please provide your broker's contact information. Do they handle the employee benefits?

**Response:** The current broker is The Gehring Group, 11505 Fairchild Gardens Avenue, Suite 202, Palm Beach Gardens, FL 33410, Phone: 561-626-6797. Yes, they handle employee benefits.

2. **Question:** Please provide a current schedule of insurance for the Property and Casualty & Workers Compensation including carrier name, coverage type, limits of liability, retention or deductible annual premiums.

**Response:** See attached.

3. **Question:** Does the Village currently have a TPA for the Property and Casualty/Workers Compensation or are claims handled by the carrier under a first dollar deductible program?

**Response:** Wellington does not have a TPA for Property and Casualty/Workers Compensation. All claims are handled by the carrier. There is no deductible for Workers Compensation claims, there is a \$25k deductible for Property and Casualty insurance claims.

4. **Question:** Is there a requirement/preference that the selected broker provides both Employee Benefits and Property and Casualty brokerage services?

**Response:** The selected broker must provide all services as described in the RFP, including Property and Casualty, Workers Compensation and Employee Health Benefits.

5. **Question:** Please confirm whether the current method of compensation is commission or annual flat fee for both Employee Benefits/Property and Casualty/Workers Compensation.

**Response:** The Village currently has a hybrid method of compensation; flat fee for Property and Casualty and commission based for employee benefits and workers compensation.

6. **Question:** Can you provide the rate of compensation if commission or the annual flat fee for both Employee Benefits and Property and Casualty and Workers Compensation?

**Response:** The Property and Casualty flat rate is \$24,000 annually. The Village pays an additional \$24,000 annually for claims mitigation. In addition, our health insurance carrier pays the broker directly a 5% commission of the health insurance premium and the Village pays the broker 5 % of workers compensation premium.

**ACKNOWLEDGEMENT:** Proposers must acknowledge receipt of any and all Addenda. Failure to do so may result in rejection of the Proposal. All requirements of the proposal documents remain unchanged except as cited herein.

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Signature of Proposer Acknowledging Receipt of  
Addendum No. (1) One to be attached in front of Proposal

**FLORIDA LEAGUE OF CITIES  
SPONSORED INSURANCE PROGRAMS  
DECLARATIONS**

**I. DESIGNATED MEMBER:** Village of Wellington

Address: 12300 Forest Hill Boulevard  
Wellington, FL 33414

**II. COVERAGE PERIOD**

From October 1, 2013 to October 1, 2014

12:01 A.M. Standard Time at the address of the Designated Member.

**III. AGREEMENT NUMBER**

Florida Municipal Insurance Trust (FMIT)                      FMIT #0001

**IV. COVERAGES INCLUDED**

General Liability  
Automobile  
Property  
Workers' Compensation

**V. ESTIMATED ANNUAL PREMIUM**

Normal Premium	Expense Constant	Incentive Credit	Net Premium
\$1,085,253	\$200	\$(335,056)	\$750,397



\_\_\_\_\_  
Signature of Authorized Representative

October 1, 2013

\_\_\_\_\_  
Date

**FLORIDA MUNICIPAL INSURANCE TRUST  
GENERAL/PROFESSIONAL LIABILITY COVERAGE AGREEMENT  
DECLARATIONS**

**I. DESIGNATED MEMBER**

Village of Wellington

**Agreement No.:** FMIT #0001

**II. GOVERNMENT DESCRIPTION**

Municipality

**III. COVERAGE PERIOD**

From October 1, 2013 to October 1, 2014 12:01 A.M. Standard Time at the address of the Designated Member.

	Premium Basis	Deductible/ Type	Limit	Net Premium
<b>IV. General/Professional Liability</b>		\$25,000DSL	\$2,000,000	\$104,946
Payroll:	15,937,048			
1. General Liability				
a. Broad Form Property Damage		\$25,000DSL	Per Form	Included
b. Extra Contractual Legal Expense		N/A	\$25,000	Included
c. Fire Legal Liability		\$25,000DSL	\$500,000	Included
d. Medical Attendants'/Medical Directors' Malpractice Liability		\$25,000DSL	\$2,000,000	Included
2. Errors and Omissions Liability		\$25,000DSL	\$2,000,000	Included
a. Employment Practices Liability		\$25,000DSL	\$2,000,000	Included
b. Employee Benefits Program Administration Liability		\$25,000DSL	\$2,000,000	Included
3. Information Security & Privacy Liability			\$250,000 Each Claim \$250,000 Agreement Aggregate Limit of Liability	
<b>THESE ARE CLAIMS MADE AND REPORTED COVERAGES</b>				
Insuring Agreement I.A.				
a. Information Security & Privacy Liability		\$25,000	Included	Included
Retroactive Date: 10/1/2012				
Insuring Agreement I.B.				
b. Privacy Notification Costs		\$10,000	Included	Included
Retroactive Date: 10/1/2012				
Insuring Agreement I.C.				
c. Regulatory Defense and Penalties		\$25,000	Included	Included
Retroactive Date: 10/1/2012				
Insuring Agreement I.D.				
d. Website Media Content Liability		\$25,000	Included	Included
Retroactive Date: 10/1/2012				

Insuring Agreement I.E. e. PCI Fines and Costs Retroactive Date: 10/1/2012  Insuring Agreement I.F. f. Cyber Extortion Retroactive Date: 10/1/2012  Insuring Agreement I.G. g. First Party Data Protection Retroactive Date: 10/1/2012  Insuring Agreement I.H. h. First Party Network Business Interruption Retroactive Date: 10/1/2012	\$25,000	Included	Included
	\$35,000	Included	Included
	\$35,000	Included	Included
	\$35,000	Included	Included

V. This agreement includes these endorsements and schedules: See Schedule A

**VI. ESTIMATED ANNUAL PREMIUM**

Florida Municipal Insurance Trust (FMIT)

<b>Normal Premium</b>	<b>Incentive Credit</b>	<b>Net Premium</b>
\$263,948	\$(159,002)	\$104,946

**Florida League of Cities Sponsored Insurance Programs Since 1977**

THIS DECLARATIONS AND THE SUPPLEMENTAL DECLARATIONS, TOGETHER WITH THE COMMON CONDITIONS, COVERAGE FORM(S) AND ENDORSEMENTS COMPLETE THE ABOVE NUMBERED AGREEMENT.

**FMIT GENERAL/PROFESSIONAL LIABILITY COVERAGES**  
**October 1, 2013 - October 1, 2014 Schedule Coverage Forms List**

FMIT #0001

**Schedule A**

Form #	Description
<b>General Liability Common</b>	
FMIT TRAG 1013	Trust Agreement
FMIT CA 1013	Coverage Agreement
FMIT DSL 1011	Deductible StopLoss Endorsement
<b>General Liability</b>	
FMIT BFPD 1010	Broad Form Property Damage Endorsement
FMIT ECLE 1013	Extra Contractual Legal Expense Endorsement
FMIT FLL 1012	Fire Legal Liability Endorsement
FMIT MA 1007	Medical Attendants' / Medical Directors' Malpractice Liability Endorsement
FMIT EO 1013	Errors and Omissions Liability Endorsement
FMIT BH IC B 1012	Bert Harris Act/Inverse Condemnation
FMIT SE GL 1012	Specific Excess Endorsement - General Liability
FMIT PNL 1012	Privacy/Network Security Liability
FMIT PNLX 1012	First Party Computer Security Coverage
FMIT CIE 1011	Crisis Intervention Expense Endorsement
FMIT SBU 1011	Sewerline Backup and Initial Cleanup Expense

**FLORIDA MUNICIPAL INSURANCE TRUST  
AUTOMOBILE LIABILITY AND PHYSICAL DAMAGE  
DECLARATIONS**

**I. DESIGNATED MEMBER:**

Village of Wellington

**Agreement No.:** FMIT #0001

**II. GOVERNMENT DESCRIPTION**

Municipality

**III. COVERAGE PERIOD**

From 10/01/2013 to 10/01/2014 12:01 A.M. Standard Time at the address of the Designated Member

**IV. AUTOMOBILE**

	Premium Basis	Deductible/ Type	Limit	Net Premium
1. Automobile Liability	Per Schedule	\$25,000 DSL	\$1,000,000	\$28,368
Number of Vehicles:	149			
2. Uninsured Motorists Protection			\$20,000	Included
3. Personal Injury Protection			\$10,000	Included
4. Automobile Medical Payments			\$5,000	Included
5. Automobile Physical Damage	Per Schedule	Per Schedule	N/A	\$17,218

**V.** This Agreement includes these endorsements and schedules: See Schedule B

**VI. ESTIMATED ANNUAL PREMIUM**

Florida Municipal Insurance Trust (FMIT)

<b>Normal Premium</b>	<b>Incentive Credit</b>	<b>Net Premium</b>
\$54,387	\$(8,801)	\$45,586

**Florida League of Cities Sponsored Insurance Programs Since 1977**

THIS DECLARATIONS AND THE SUPPLEMENTAL DECLARATIONS, TOGETHER WITH THE COMMON  
CONDITIONS, COVERAGE FORM(S) AND ENDORSEMENTS COMPLETE THE ABOVE NUMBERED  
AGREEMENT.

**FMIT AUTOMOBILE LIABILITY AND PHYSICAL DAMAGE COVERAGES**

October 1, 2013 - October 1, 2014 Scheduled Coverage Forms List

Village of Wellington, FMIT #0001

**Schedule B**

Form #	Description
FMIT AUTO SCH 1002	Automobile Schedule
FMIT TRAG 1013	Trust Agreement
FMIT CA 1013	Coverage Agreement
FMIT AL 1013	Automobile Liability
FMIT UM 1013	Uninsured Motorists Protection
FMIT PIP 1013	Personal Injury Protection
FMIT AM 1007	Automobile Medical Payments
FMIT APD 1009	Automobile Physical Damage Coverage Form
FMIT ARR 1009	Rental Reimbursement Coverage
FMIT SE AL 1012	Specific Excess Endorsement - Automobile Liability
FMIT DSL 1011	Deductible StopLoss Endorsement
FMIT AE 1008	Employer - Provided Vehicles - Automobile Liability



**FLORIDA MUNICIPAL INSURANCE TRUST  
PROPERTY, ALLIED LINES AND CRIME  
DECLARATIONS**

**I. DESIGNATED MEMBER**

Village of Wellington

**Agreement No.:** FMIT #0001

**II. GOVERNMENT DESCRIPTION**

Municipality

**III. COVERAGE PERIOD**

From October 1, 2013 to October 1, 2014 12:01 A.M. Standard Time at the address of the Designated Member.

	Premium Basis	Deductible/ Type	Limit	Net Premium
<b>IV. Property and Allied Coverages</b>				
Real Property		\$25,000	\$66,844,917	Included
Personal Property		\$25,000	\$7,322,083	Included
Coinsurance:	Agreed Amount			
Valuation Basis:	Replacement			
Blanket*:	Cost			
Inflation Guard:	Yes			
Blanket*:	No			
Time Element				
Business Income	Per Extension	\$0		Included
Extra Expense	Per Extension	\$0		Included
Inland Marine	Valuation Basis:	Actual Cash	Per Schedule	\$2,480,892
		Value		Included
	Blanket:	Yes		Included
Valuable Papers	Per Extension	\$0		Included
Accounts Receivable	Per Extension	\$0		Included
Crime				
Inside The Premises:				
Theft of Money and Securities		\$0	\$20,000	Included
Robbery or Safe Burglary		None	\$25,000	Included
Outside The Premises:		\$0	\$20,000	Included
Forgery or Alteration		None	\$250,000	Included
Computer Fraud		None	\$500,000	Included
Bond				
Faithful Performance Blanket Bond		\$1,000	\$500,000	Included
Employee Theft - Per Loss Coverage		\$1,000	\$500,000	Included

**V.** This agreement includes these endorsements and schedules: See Schedule C

**VI. ESTIMATED ANNUAL PREMIUM**

Florida Municipal Insurance Trust (FMIT)

**Normal  
Premium  
\$388,088**

**Florida League of Cities Sponsored Insurance Programs Since 1977**

THIS DECLARATIONS AND THE SUPPLEMENTAL DECLARATIONS, TOGETHER WITH THE COMMON CONDITIONS, COVERAGE FORM(S) AND ENDORSEMENTS COMPLETE THE ABOVE NUMBERED AGREEMENT.

\*If a blanket limit is selected, the blanket limit applies only to Covered Property at locations contained in the Member's Property Schedule, subject to all coverage exclusions, deductible requirement(s) and other provisions of the Coverage Agreement.

**FMIT PROPERTY AND ALLIED COVERAGES**  
**October 1, 2013 - October 1, 2014 Scheduled Coverage Forms List**  
**FMIT #0001**

**Schedule C**

<b>Form #</b>	<b>Description</b>
<b>Property Common</b>	
FMIT TRAG 1013	Trust Agreement
FMIT CA 1013	Coverage Agreement
IL 00 17 1198	Common Policy Conditions
FMIT MPC 1013	Miscellaneous Property Coverages
IL 02 55 0106	Florida Changes - Cancellation and Non-renewal
<b>Property</b>	
FMIT PROP EP 1013	Earned Premium
FMIT PROP EIV 1010	Environmental Improvement Endorsement
PR-SCHED	Property Schedule
CP 00 90 0788	Commercial Property Conditions
CP 00 10 0402	Building and Personal Property Coverage Form
FMIT PROP 03 1013	Coverage Extensions
CP 01 25 1007	Florida Changes
CP 10 10 0402	Causes of Loss - Basic Form
CP 10 30 0402	Causes of Loss - Special Form
CP 10 50 0788	Additional Exclusions - Wind Exclusion
FMIT PROP 12 1011	Ordinance or Law Change
CP 10 35 0695	Watercraft Exclusion
FMIT PROP 11B 1002	Windstorm or Hail Exclusion
FMIT PROP 11C 1013	Named Storm Deductible Endorsement
CP 14 40 1000	Outside Signs
CP 14 50 1000	Radio or Television Antennas
FMIT EBC 1013	Equipment Breakdown Coverage Schedule
FMIT FCR 1009	Fungus Remediation
CP 00 50 0402	Extra Expense Coverage Form
CP 00 32 0402	Business Income Coverage
IL 04 01 1007	Florida-Sinkhole Loss Coverage
CP 00 60 0695	Leasehold Interest Coverage Form
PR MANUSCRIPT	SPECIAL PROPERTY ENDORSEMENT
<b>Inland Marine</b>	
FMIT IM SCH	Miscellaneous Schedule of Inland Marine
FMIT PROP 02 1013	Inland Marine Floater
CM 00 01 0904	Commercial Inland Marine Conditions
CM 00 66 0904	Accounts Receivable Coverage Form
CM 00 67 0904	Valuable Papers and Records Coverage Form
IM MANUSCRIPT	Fine Arts Schedule
<b>Crime</b>	
CR 00 25 0506	Government Crime Coverage Form
FMIT GC FD 1012	Government Crime Coverage Form Amendment
CR 25 09 1010	Include Volunteer Workers as Employees
CR 25 19 0506	Add Faithful Performance of Duty Coverage

## Miscellaneous Property Coverages

FMIT #0001

October 1, 2013 - October 1, 2014

### Business Income

All locations are covered under Coverage Extension 5i.

### Extra Expense

All locations are covered under Coverage Extension 5e.

### Valuable Papers

All locations are covered under Coverage Extension 5b.

### Accounts Receivable

All locations are covered under Coverage Extension 5d.

### Terrorism Risk Insurance Act 2002/2007

Limit	Deductible Amount
\$5,000,000 in the occurrence and aggregate	Subject to the deductible described on the Property, Allied Lines and Crime Declarations Page

Crime / Bond		
Bond Type	Bond Limit	Deductible Amount
Finance Director	\$250,000	\$0
Employee Theft - Per Loss Coverage	\$500,000	\$1,000
Faithful Performance Blanket Bond	\$500,000	\$1,000

### Forgery or Alteration

Limit	Deductible Amount
\$250,000	None

### Theft of Money and Securities - Inside Premises

Limit	Deductible Amount
\$20,000	None

### Robbery or Safe Burglary - Inside Premises

Limit	Deductible Amount
\$25,000	None

### Outside Premises

Limit	Deductible Amount
\$20,000	None

### Computer Fraud

Limit	Deductible Amount
\$500,000	None

### Money Orders & Counterfeit Currency

Limit	Deductible Amount
\$250,000	None

## Miscellaneous Property Coverages

FMIT #0001

October 1, 2013 - October 1, 2014

### Funds Transfer Fraud

**Limit**  
\$500,000

**Deductible Amount**  
None

**FLORIDA MUNICIPAL INSURANCE TRUST  
WORKERS COMPENSATION AND EMPLOYERS LIABILITY COVERAGE AGREEMENT  
DECLARATIONS**

**I. DESIGNATED MEMBER:**

**Agreement No.:** FMIT #0001

Village of Wellington

**II. GOVERNMENT DESCRIPTION**

Municipality

**III. COVERAGE PERIOD**

From 10/01/2013 to 10/01/2014 12:01 A.M. Standard Time at the address of the Designated Member

**IV. A. Workers Compensation Insurance:** Part One of the Agreement applies to the Workers Compensation Law of the state of Florida:

**B. Employers Liability Insurance:** Part Two of the Agreement applies to work in each state listed in item IV.A. The limits of our liability under Part Two are:

Bodily Injury by Accident \$1,000,000 each accident  
Bodily Injury by Disease \$1,000,000 policy limit  
Bodily Injury by Disease \$1,000,000 each employee

**C. Other States Insurance:** if any

**D. This Agreement includes these endorsements and schedules:** See Schedule D

**V. ESTIMATED ANNUAL PREMIUM**

Florida Municipal Insurance Trust (FMIT)

<b>Normal Premium</b>	<b>Expense Constant</b>	<b>Incentive Credit</b>	<b>Net Premium</b>
\$378,830	\$200	\$(167,253)	\$211,777

**Florida League of Cities Sponsored Insurance Programs Since 1977**

THIS DECLARATIONS AND THE SUPPLEMENTAL DECLARATIONS, TOGETHER WITH THE  
COMMON CONDITIONS, COVERAGE FORM(S) AND ENDORSEMENTS COMPLETE THE ABOVE  
NUMBERED AGREEMENT.

**FMIT WORKERS COMPENSATION AND EMPLOYERS LIABILITY COVERAGES**

October 1, 2013 - October 1, 2014 Scheduled Coverage Forms List

Village of Wellington, FMIT #0001

**Schedule D**

Form #	Description
FMIT TRAG 1013	Trust Agreement
FMIT WC EL 1013	Coverage Agreement - Workers Compensation and Employers Liability
WC 00 00 01A 1002	Workers Compensation Schedule
WC 09 04 03 A	Florida Terrorism Risk Insurance Program Reauthorization
WC 00 03 11 A	Voluntary Compensation and Employers Liability Coverage Endorsement

**Council**

Bob Margolis, Mayor  
Howard K. Coates, Jr., Vice Mayor  
Matt Willhite, Councilman  
Anne Gerwig, Councilwoman  
John Greene, Councilman

**Manager**  
Paul Schofield

**RFP No. 003-14/ED**

**Title:** Insurance Brokerage Services

**RFP Opening Date:** March 18, 2014 at 10:00am

**Addendum Date:** March 4, 2014

**ADDENDUM NO. TWO**

**PURPOSE:** The purpose of this Addendum/NOTICE is to make changes, additions, deletions, revisions, and clarifications to the Request for Proposal (RFP) documents for **Insurance Brokerage Services**. Proposers shall review the Addendum/NOTICE work and requirements in detail and incorporate any effects the Addendum/NOTICE may have in their proposal price.

**Timeline(Revised)**

**TIMELINE:** The Event Timeline below gives the date and time (where applicable) for major activities in the solicitation.

<b>EVENT</b>	<b>TIME</b>	<b>DUE DATE</b>	<b>LOCATION</b>
Request for proposals (RFP) Advertised	N/A	February 10, 2014	Palm Beach Post; Demandstar.com;
Number of Proposal Copies Including Original	1 original & 1 Copy and 1 electronic (pdf) copy (CD)	N/A	Delivered to Wellington Clerk's Office
Questions from Proposers to Warrant Response/Addendum	6:00 p.m. local time	February 28, 2014	Demandstar.com for final Response/Addendum
Bids Received By – (Deadline & Opening)	10:00 AM Local Time	<del>March 12, 2014</del> March 18, 2014	Wellington Clerk's Office 12300 Forest Hill Blvd, Wellington, FL 33414
Evaluation Committee Meeting	10:00 AM Local Time	April 2, 2014	Wellington City Hall 12300 Forest Hill Blvd, Wellington, FL 33414
Posted Notice of Intended Award	Tentative	TBD	Clerk's Office & Demandstar.com & Wellington Website
Contract Award by City Council	Tentative	TBD	N/A

\* Dates above are subject to change based on the number of respondents, availability of the members, or other unforeseen circumstances.

1. **Question:** Please advise the current method of compensation on all ancillary benefits outside of the Health Benefits.

**Response:** Wellington pays the provider directly for all ancillary benefits.

2. **Question:** Please provide a listing of all ancillary benefits split out by carrier and premium.

**Response:** See attached.

3. **Question:** Please confirm the number of proposals to be submitted. Pages 2 and 23 of the RFP document lists one original and one PDF copy (CD) and Pages 4 and 14 of the RFP document lists 1 original & 1 copy and 1 electronic (pdf) copy (CD).

**Response:** 1 original & 1 copy and 1 electronic (pdf) copy (CD)

4. **Question:** What is the current broker's total compensation for the Benefits Plan including Medical and Dental, Property & Casualty and Workers' Compensation. Is compensation on a fee or commission percentage basis?

**Response:** Please see Addendum #1, responses #5 and response #6.

5. **Question:** Are there any other services provided by your current broker, or a wholly owned subsidiary(ies) thereof, where the parent company is compensated, in addition to the broker's branch compensation? Such as wholesale operations, actuarial services, appraisal services? If so, what is the respective compensation to current broker subsidiary(ies)?

**Response:** No

6. **Question:** Please provide a detailed insurance summary for the Property & Casualty and Workers' Compensation purchased program, including, but not limited to: Line of Coverage, Premium, Limits, Deductibles/Retentions.

**Response:** Please see Addendum #1, response #2. Also see attached summary.

7. **Question:** Please provide a copy of the Village's current property schedule that shows number of locations, buildings per location, and insurable values by location, addresses, etcetera.

**Response:** See Attached.

8. **Question:** Please provide the current structure for the health benefits programs.

**Response:** See attached 2014 Employee Benefit Highlights Booklet.

9. **Question:** Please provide a copy of the brokers' current contract.



**Response:** See total of 4 (four) attachments.

10. **Question:** Are there any issues with current program or broker?

**Response:** No response.

11. **Question:** What are the likes and/or dislikes of the current program/placements?

**Response:** No response.

12. **Question:** How often does the current broker offer alternative competitive options on lines of coverage? Self-funded options?

**Response:** Options are provided prior to the new fiscal/calendar year. Typically, when contracts are up for renewal.

13. **Question:** How often does the current broker attend safety meetings and on-site inspections?

**Response:** Safety meetings are held bi-monthly, the brokers' representative attends these meetings. On-site inspections are performed on an annual basis (this includes random or all facility locations).

14. **Question:** What online portal is currently used?

**Response:** BenTek Employee Benefits Center

15. **Question:** Has Wellington solicited for health clinics in the past? If so, what was the decision or plan of action?

**Response:** On December 13, 2011, the Wellington Council awarded a contract to MD Now Medical Centers to facilitate an off-site employee health clinic. The contract is set to expire at the end of calendar year 2014.

16. **Question:** Provide a copy of 5 years loss reports for property, workers comp, auto and liability lines of insurance.

**Response:** See Attached.

**ACKNOWLEDGEMENT:** Proposers must acknowledge receipt of any and all Addenda. Failure to do so may result in rejection of the Proposal. All requirements of the proposal documents remain unchanged except as cited herein.

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Signature of Proposer Acknowledging Receipt of  
Addendum No. (2) Two to be attached in front of Proposal

**Council**

Bob Margolis, Mayor  
Howard K. Coates, Jr., Vice Mayor  
Matt Willhite, Councilman  
Anne Gerwig, Councilwoman  
John Greene, Councilman

**Manager**  
Paul Schofield

**RFP No. 003-14/ED**

**Title:** Insurance Brokerage Services

**RFP Opening Date:** April 2, 2014 at 10:00am

**Addendum Date:** March 11, 2014

**ADDENDUM NO. THREE**

**PURPOSE:** The purpose of this Addendum/NOTICE is to make changes, additions, deletions, revisions, and clarifications to the Request for Proposal (RFP) documents for **Insurance Brokerage Services**. Proposers shall review the Addendum/NOTICE work and requirements in detail and incorporate any effects the Addendum/NOTICE may have in their proposal price.

**Timeline(2<sup>nd</sup> Revision)**

**TIMELINE:** The Event Timeline below gives the date and time (where applicable) for major activities in the solicitation.

EVENT	TIME	DUE DATE	LOCATION
Request for proposals (RFP) Advertised	N/A	February 10, 2014	Palm Beach Post; Demandstar.com;
Number of Proposal Copies Including Original	1 original & 1 Copy and 1 electronic (pdf) copy (CD)	N/A	Delivered to Wellington Clerk's Office
Questions from Proposers to Warrant Response/Addendum	6:00 p.m. local time	February 28, 2014	Demandstar.com for final Response/Addendum
Bids Received By – (Deadline & Opening)	10:00 AM Local Time	<b>April 2, 2014</b>	Wellington Clerk's Office 12300 Forest Hill Blvd, Wellington, FL 33414
Evaluation Committee Meeting	10:00 AM Local Time	<b>April 16, 2014</b>	Wellington City Hall 12300 Forest Hill Blvd, Wellington, FL 33414
Posted Notice of Intended Award	Tentative	TBD	Clerk's Office & Demandstar.com & Wellington Website
Contract Award by City Council	Tentative	TBD	N/A

\* Dates above are subject to change based on the number of respondents, availability of the members, or other unforeseen circumstances.

**ACKNOWLEDGEMENT:** Proposers must acknowledge receipt of any and all Addenda. Failure to do so may result in rejection of the Proposal. All requirements of the proposal documents remain unchanged except as cited herein.

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Signature of Proposer Acknowledging Receipt of  
Addendum No. (3) Three to be attached in front of Proposal

**Council**

Bob Margolis, Mayor  
Howard K. Coates, Jr., Vice Mayor  
Matt Willhite, Councilman  
Anne Gerwig, Councilwoman  
John Greene, Councilman

**Manager**  
Paul Schofield

**RFP No. 003-14/ED****Title:** Insurance Brokerage Services**RFP Opening Date:** April 2, 2014 at 10:00 A.M. (Local Time)**Addendum Date:** March 17, 2014**ADDENDUM NO. FOUR**

**PURPOSE:** The purpose of this Addendum/NOTICE is to make changes, additions, deletions, revisions, and clarifications to the Request for Proposal (RFP) documents for **Insurance Brokerage Services**. Proposers shall review the Addendum/NOTICE work and requirements in detail and incorporate any effects the Addendum/NOTICE may have in their proposal price.

**REVISIONS**

**Revision #1:** RFP Document, Page #5, Term of Contract language is revised as follows:

The initial term of the contract awarded shall be for the period of five (5) years commencing with the option to renew for five (5) additional one (1) years by mutual agreement between Wellington and the awardee(s). Wellington reserves the right to exercise the option to renew annually, not to exceed a maximum of five (5) years.

**Revision #2:** RFP Document, Page #12, Letter "B" language is revised as follows:

**B. Approach and Methodology (40 Points Max):** Include how the Proposer will address all items as specified in the scope of services (Sec. 28 of the RFP) including all on-going and renewal service. In addition, please include with your proposal responses to the following questions:

1. Do you provide software for on-line employee benefits portal?
2. Is your firm willing to work with a 3<sup>rd</sup> party administrator for on-line employee benefits portal?

**Revision #3:** RFP Document, Page #12, Letter "C" language is revised to include the following:

Wellington is requesting the proposers provide pricing based on both a flat fee and commission structure in order for the selection committee to evaluate and make a recommendation. The selection committee will evaluate both pricing structures and will select only one (1) of these structures for each of the seven (7) categories listed on the Pricing Schedule.

**Revision #4:** RFP Document, Page #17, #9 is revised as follows:

Provide brokering services including but not limited to conducting renewal negotiations, requesting quotes from various carriers for renewal and price comparison purposes and developing appropriate information for management purposes.

**Revision #5:** RFP Document, Page #18, under ON-GOING SERVICES FOR GENERAL PROPERTY AND CASUALTY/WORKERS' COMPENSATION is revised to include the following:

13. Provide brokering services including but not limited to conducting renewal negotiations, requesting quotes from various carriers for renewal and price comparison purposes and developing appropriate information for management purposes.

**Revision #6:** RFP Document, Page #21 – The PRICING SCHEDULE (Tab #5) has been revised. Please utilize the attached REVISED PRICING SCHEDULE for Tab #5.

**Revision #7:** Disregard the response to Addendum #1, response #6. The revised response to this question is described below:

- 1) Wellington pays a flat rate of \$24,000 annually for property and casualty to the broker
- 2) Wellington pays a flat rate of \$24,000 annually for claims mitigation to the broker
- 3) Wellington pays 5% of workers compensation premium to the broker
- 4) Health Insurance carrier pays the broker directly a 5% commission of the health insurance premium
- 5) Dental Insurance carrier pays the broker \$2 per employee, per month
- 6) Vision Insurance carrier pays the broker a 10% commission of vision insurance premium
- 7) Disability Insurance carrier pays the broker a 10% commission of disability insurance premium
- 8) Life Insurance carrier pays the broker a 10% commission of life insurance premium

**Revision #8:** Disregard the response to Addendum #2, response #1. The revised response to this question is described below:

Wellington pays the insurance premiums directly to the providers for all ancillary benefits. With regards to broker compensation, please refer to the revised response for Revision #7.

**Revision #9:** Disregard the response to Addendum #2, response #4. The revised response to this question is described below:

Please refer to the revised response for Revision #7.

## QUESTIONS

1. **Question:** Item #17 under “Ongoing Services for Health Insurance” on page 16 of the RFP states that the proposer must “**Provide the ability for on-line employee benefits registration.**” Can the Village confirm that proposers are requested to have the ability to provide all of the following services as provided by the Village’s current online enrollment vendor including:

- Employee Portal for:
  - Annual electronic open enrollment
  - New hire orientation and enrollment
  - Qualifying life event enrollment and approval process
  - Year round life insurance beneficiary updates and record keeping
- Electronic eligibility files/reports transmission to all carriers for the Village’s:
  - Medical
  - Dental
  - Vision
  - FSA
  - COBRA
- Production of Self Bill invoices for Village’s:
  - Medical
  - Dental
  - Vision
  - Basic Life and ADD
  - Voluntary Life and ADD
  - LTD
- Personnel data import (completed each pay period upon completion of payroll)
- Payroll audit (completed each pay period upon completion of payroll)

**Response:** Yes, Wellington prefers proposers to have the ability to provide an on-line employee benefits registration (on-line portal) that includes the services listed above. However, while Wellington prefers these services be offered, Wellington will consider alternate employee benefit portals.

2. **Question:** Under the *Evaluation Criteria* included on page 11 in section **A. Qualifications of the Personnel Performing the Services**, item # 5 states “**Provide a list of all of the firm’s Public Sector clients.**” Please confirm if proposers should include only those Public Sector clients serviced by the firm location submitting the response and will have direct responsibility for servicing the Village if awarded.

**Response:** Wellington requests that proposers provide a list of Public Sector clients limited to the State of Florida. The location submitting the proposal shall have direct responsibility for servicing Wellington.

3. **Question:** Please disclose the current broker for the City’s employee benefits programs?

**Response:** The Gehring Group. Also see Addendum #1, response #1

4. **Question:** Please disclose the current compensation in the following format:

Line of Coverage	Premium	Commission %
Medical	\$4,098,628	
Dental		
Life		
Disability		
Vision		

**Response:** Medical – 5% of the Premium

Dental – \$2 per employee, per month

Life – 10%

Disability – 10%

Vision – 10%

Premiums have been provided on Addendum #2, attachment #2

5. **Question:** Is the City Self Insured for medical?

**Response:** No

6. **Question:** How many retirees does the City have on the medical plan? How many are post 65?

**Response:** Wellington currently has 5 employees on retiree medical benefits. 2 are over the age of 65.

7. **Question:** On page 16, question # 5 regarding annual audits. Can you please clarify what the City means regarding annual audits? For instance, are you asking for the policy language to be audited, the carrier invoices vs. the enrollment, or auditing 100% of the claims against the contracts, which can be conducted in a self insured health plan?

**Response:** Currently, annual audits are related to dependent eligibility age requirements such as over-age dependents and dependents reaching over the age of 26.

8. **Question:** On page 16, question #9b regarding submission of written reports. Can you please clarify if we need to compile, conduct the work, and submit for F.S. 112.08, GASB 45, or any other applicable reports.

**Response:** Currently, there are no reports.

9. **Question:** On page 16, question # 13 regarding bloodborne pathogens. Please confirm that this question was meant for the property and casualty portion of the RFP.

**Response:** This question is related to the management of the Bloodborne Pathogen plan to include employee education and communication, tracking, and liaising with the proper medical provider. This remains under on-going services for health.

10. **Question:** On page 16, question #14 #12 regarding Retiree benefit administration. Please clarify how the City would like us to administer the retiree benefits, i.e. premium collection, etc?

**Response:** This question is related to managing retiree communication including, but not limited to open enrollment, RHS administration, social security applications, etc. The intent is for the broker to walk the retiree through the retirement process, and administer retiree benefit services as requested, and provide valuable information as well as be the point of contact for all benefit related questions and issues.

11. **Question:** On page 16, question # 17 regarding employee benefits administration. Is the City satisfied with its current online enrollment/benefits administration platform?

**Response:** No response

12. **Question:** On page 21 (pricing schedule), there are instructions to put both a commission rate and a flat fee for the services listed. The bottom of page 12 indicates that no additional costs will be paid by the City, and that an annual statement of all compensation received by the insurance carriers shall be provided. Please confirm that the following
- a. Is the City open to both a fee and commission structure?
  - b. Is the City asking for commission numbers for medical and dental only? Or should we list amounts for life, disability, etc?

**Response:** Please refer to Revision #3 and Revision #6 included as part of this addendum. Wellington will evaluate both a commission and flat fee structure for all proposers before making a recommendation for award to the Wellington Council.

13. **Question:** Who is the current property and casualty broker for the Village of Wellington?

**Response:** See Addendum #1, response #1

14. **Question:** Please provide the total annual premiums, deductibles/ retentions, and current carriers for the property, casualty, and workers' compensation plan.

**Response:** See Addendum #1, response #2. Also see Addendum #2, response #6.

15. **Question:** In the Addendum One the response for question 6 indicated the current broker receives \$24,000 for claims mitigation. Would you please explain in detail what services are provided for this fee?



**Response:** See Addendum #2, response #9. One of these attachments includes the claims mitigation agreement.

16. **Question:** Please clarify, Sec 26 – A -1.: Qualification of the Personnel Performing the Services. The questions reference the benefits side with no specific questions to the P&C side of the RFQ. Should I answer as if they are referencing the P&C as separate responses?

**Response:** Yes, please provide separate responses for P&C and benefits and include in the Qualification Section Tab #3 of the proposal.

17. **Question:** Section 4 – Liability, Insurance, Licenses, Permits: Can liability be limited to “negligent acts” rather than the broader category of “negligence”?

**Response:** Wellington does not see any difference between “negligence” and “negligent act.” In order to be found negligent, there has to be a duty that was breached and caused damage. Some “act” is necessary in order to breach a duty.

18. **Question:** Section 4 – Liability, Insurance, Licenses, Permits: Please supply a copy of the laws and ordinances referenced in this section.

**Response:** The proposer is responsible for ensuring compliance with all codes, ordinances, laws and rules that govern the work it is performing. The proposer should consult with its counsel if it is uncertain about what laws govern the particular work it is bidding for.

19. **Question:** Section 5 – Certificate of Insurance: This section states that insurance limits are listed in a “Special Conditions” section, but the RFP does not contain any section titled “Special Conditions”. Please provide this section.

**Response:** There is no Special Conditions on this RFP.

20. **Question:** Section 7 – Cancellation: Please elaborate upon bullet 3 and explain.

**Response:** In other words, Wellington may cancel the contract if it’s determined that funds are no longer available to cover the cost of the services.

21. **Question:** Section 7 – Cancellation: Please confirm that the successful proposer will still get paid for satisfactorily completed work up until the date it receives notice of non-appropriation or until the termination date listed in such notice, whichever is later.

**Response:** Yes, the firm will be paid for satisfactory work and will receive advanced notice of contract termination.

22. **Question:** Section 8 – Billing Instructions-Awarded Firm: Does this section infer that a discount might be asked for by the Village if prepayment is made?

**Response:** This section does not infer a discount might be asked for. However, Wellington will consider prepayment discounts offered by the proposer.

23. **Question:** Section 8 – Billing Instructions-Awarded Firm: What timeframe is currently being used by the existing broker to submit bills to the Village? Bi-weekly, monthly, etc...?

**Response:** Monthly and Quarterly

24. **Question:** Section 8 – Billing Instructions-Awarded Firm: Please confirm that there are no commissions paid to the broker, an enrollment firm, or to an electronic enrollment/eligibility vendor for any line of coverage listed below except for health insurance:

- Health insurance Benefits
- Dental Insurance Benefits (self-insured)
- Short-Term Disability
- Long-Term Disability
- Life and AD&D Insurance
- Flexible Spending accounts
- Wellness Program
- Voluntary Life and AD&D Insurance
- Vision
- Voluntary Supplemental Insurance
- Health Reimbursement Accounts (HRA)
- Retirement Accounts
- Group Life and AD&D Insurance
- Prepaid Legal Services
- Employee Assistance Programs (EAP)

**Response:** Please refer to Revision #7 included as part of this addendum.

25. **Question:** Section 8 – Billing Instructions-Awarded Firm: If commissions are paid on any line of coverage above excepting health insurance, please list the premium, commission %, the recipient of these dollars, and what these dollars are used to purchase.

**Response:** Please refer to Revision #7 included as part of this addendum. Wellington does not know what the dollars are used to purchase.

26. **Question:** Section 11 – Insurance: Will the Village accept Certificates of Coverage (COI) as evidence of insurance coverages?

**Response:** Yes, a COI will be accepted as evidence of insurance with your submitted proposal.

27. **Question:** Section 11 – Insurance: Under Professional Liability, will the Village accept liability coverage that is written on an “each wrongful act” basis rather than a “per occurrence” basis?

**Response:** Wellington will accept coverage on a “per occurrence” basis.

28. **Question:** Section 11 – Insurance: Under Automobile Liability, will the Village accept coverage that is written on an “any one accident or loss” basis rather than a “per claim” basis?

**Response:** Wellington will accept coverage on a “per claim” basis.

29. **Question:** Section 11 – Insurance: Please provide the standard Consulting Agreement for legal review. It does not appear to be part of the RFP.

**Response:** See attached agreement. This agreement is subject to change.

30. **Question:** Section 11 – Insurance: Does the Village have a Sample Contract they can share with the proposers? The RFP references “the contract” several times but it does not appear to be part of the RFP.

**Response:** See response #29 above.

31. **Question:** Section 11 – Insurance: Please confirm that the Village does not require Malpractice Insurance from the successful proposer and just Professional Liability / Errors or Omissions Insurance. Malpractice Insurance is typically purchased by healthcare providers and attorneys.

**Response:** Wellington does not require Malpractice Insurance from the successful proposer.

32. **Question:** Section 17 – Conflict of Interest and Code of Ethics: Please provide a copy of the Code of Ordinances referenced in this section or an internet address where this Code can be found.

**Response:** Please refer to the Palm Beach County website.

33. **Question:** Section 20 – Indemnification: Please confirm that the Village will accept indemnification limited to losses and damages as a result of successful proposer’s negligence and covered under the terms of proposer’s general liability policy.

**Response:** Wellington’s Indemnification clause in RFP documents specifically states, “The successful bidder/proposer shall indemnify, save harmless and defend Wellington, its agents, servants, or employees from and against any and all claims, liability, losses and/or causes of action which may arise from any

negligent act or omission of the successful bidder/proposer, its subcontractors, agents, servants or employees during the course of performing services or caused by the goods provided pursuant to these bid documents and/or resultant contract.”

34. **Question:** Section 20 – Indemnification: Please confirm that the Village will accept that subcontractors that are used by the successful proposer, if any, will provide their own insurance including evidence of coverage to the Village.

**Response:** No, Wellington requires the successful proposer shall be responsible.

35. **Question:** Section 26 – Evaluation Criteria: Will the Village accept a corporate 10-K and 10-Q’s to satisfy the financial capability/stability requirement?

**Response:** Wellington will accept a corporate 10-K, not a 10-Q. Wellington reserves the right to request full financial statements and tax returns.

36. **Question:** Section 26 – Evaluation Criteria: Please confirm that the Village will accept an abbreviated list of the successful proposer’s Public Sector clients in Florida and not require that ALL of them be disclosed on a national basis.

**Response:** See response #2 included as part of this addendum.

37. **Question:** Section 26 – Evaluation Criteria: Will the Village accept a proposer as satisfying the local preference requirements if the proposer uses a subcontracted vendor within the local preference requirements?

**Response:** Wellington’s Local Preference Policy does not allow for subcontractor utilization preference when additional scoring criteria besides price are utilized to determine the successful proposer.

38. **D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

1. Monitor the programs’ operations throughout the year to ensure that benefit providers are meeting all customer service requirements and standards.

**Question:** What services are provided today by the current broker to monitor programs’ operations?

**Response:** The current provider periodically sends out surveys to employees regarding their satisfaction with current benefits. They have also conducted focus groups to obtain feedback when changing carriers or changing plans. No formal program currently exists.

**39. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

1. Monitor the programs' operations throughout the year to ensure that benefit providers are meeting all customer service requirements and standards.

**Question:** What customer service requirements and standards are currently in place?

**Response:** The current broker requires the benefit providers to respond to inquiries by the next business day. However, no formal program currently exists.

**40. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

1. Monitor the programs' operations throughout the year to ensure that benefit providers are meeting all customer service requirements and standards.

**Question:** Can you please provide the latest audit from the current broker detailing that these service requirements and standards are being fulfilled / not fulfilled?

**Response:** Not part of current scope.

**41. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

2. Provide ongoing administrative support, as requested, by acting as a liaison between Wellington and providers to assist promptly with resolving claim disputes, contract administration and interpretations, and other issues.

**Question:** Please elaborate regarding contract administration. What service is the current broker performing as it relates to contract administration?

**Response:** Wellington currently has an agreement with MD Now, and has contracts with Anchor (for dental administration), Cigna (For Life Insurance, STD and LTD), Benefits Workshop (HRA and FSA administration), Ceridian (Cobra Administration), Aetna Resources for Living (Employee Assistance Program), Preferred Legal Plan, Aflac (Supplemental Insurance), and Optum Rx (Mail order prescriptions). The current broker works with these providers on the behalf of Wellington and staff to resolve issues, and make changes as needed.

**42. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

3. Provide dedicated personnel as the primary contact for managing the account relationship with Wellington (specify names and areas of responsibility for each person).

**Question:** Please confirm that the Village is not requesting concierge personnel and/or a dedicated resource solely devoted to the Village?

**Response:** Wellington is not requesting concierge personnel and/or a dedicated resource. Wellington understands the firm's need for personnel to service other clients. However, Wellington will require dedicated personnel as a point of contact for benefits, property and casualty and workers' comp.

**43. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

3. Provide dedicated personnel as the primary contact for managing the account relationship with Wellington (specify names and areas of responsibility for each person).

**Question:** Please detail the current structure of dedicated personnel provided to the Village by the incumbent broker.

**Response:**

- 1) President – Assist with resolving escalated issues and negotiates on our behalf.
- 2) Senior Benefits Consultant – Provides benefit analysis, contract renewal analysis, updates on laws and other related analysis, as requested.
- 3) Account Manager – Manages day to day issues, works with vendors, assist with employee benefit issues.
- 4) Account Service Specialist – Assist the Account Manager.

**44. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

5. Coordinate annual audits of Wellington's benefits plans and associated vendors and prepare annual financial reports on the results of the completed plan year.

**Question:** Please describe what audits have been done in the past and are expected in the future for the Village's benefits plans.

**Response:** Benefits are all fully insured, except for dental – No audits required. Broker performs annual reconciliation, payroll/workers' comp. audit quarterly.

**45. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

5. Coordinate annual audits of Wellington's benefits plans and associated vendors and prepare annual financial reports on the results of the completed plan year.

**Question:** When did the Village last receive an annual audit? Who performed the audit? Was the audit performed on all lines of coverage?

**Response:** Not part of current scope.

**46. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

5. Coordinate annual audits of Wellington's benefits plans and associated vendors and prepare annual financial reports on the results of the completed plan year.

**Question:** Please provide a copy of the last audit.

**Response:** Not part of current scope.

**47. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

6. Prepare and deliver any necessary reports to Wellington Employee Benefits Administrator, including, but not limited to, reports showing claims experience at intervals acceptable to Wellington.

**Question:** What vendor is Wellington's Employee Benefits Administrator?

**Response:** There is no Employee Benefits Administrator vendor. The Employee Benefits Administrator is the Human Resources Director and the Chief Financial Officer.

**48. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

6. Prepare and deliver any necessary reports to Wellington Employee Benefits Administrator, including, but not limited to, reports showing claims experience at intervals acceptable to Wellington.

**Question:** What reports are currently being delivered by the broker? How are they delivered?

**Response:** Reports include but are not limited to, claims experience, renewal projections, and/or bid proposal tabulations. The reports are delivered and discussed in person or via e-mail.

**49. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

6. Prepare and deliver any necessary reports to Wellington Employee Benefits Administrator, including, but not limited to, reports showing claims experience at intervals acceptable to Wellington.

**Question:** What intervals are acceptable to Wellington?

**Response:** Quarterly intervals are acceptable.

**50. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

8. Track, monitor and provide information or changes on any pending or new legislation whether state or Federal, including the Affordable Care Act, to the Village, as well as any employee benefit and funding trends that may affect the benefits program, as well as HIPAA, COBRA, etc.

**Question:** Please provide the last five (5) communications from the current broker on compliance related issues so we can have some understanding of what is expected.

**Response:** The last 5 communications consist of the following:

- 1) Summary of Benefits Coverage (SBC)
- 2) Marketplace Availability Notice/Model Exchange Notice/Marketplace FAQ
- 3) Annual Compliance Notice – Medicare Part D
- 4) Annual Model Children's health Insurance Program (CHIP)
- 5) HIPAA Notice

**51. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

8. Track, monitor and provide information or changes on any pending or new legislation whether state of Federal, including the Affordable Care Act, to the Village, as well as any employee benefit and funding trends that may affect the benefits program, as well as HIPAA, COBRA, etc.

**Question:** Is the Village satisfied with the current broker's compliance related services?

**Response:** No response

**52. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

9. Advise and assist Wellington as requested with:  
b. Submission of written reports and other documents as required by the state and/or federal government;

**Question:** What written reports and other documents are currently by submitted by the current broker to the state and/or federal government?

**Response:** None

**53. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

9. Advise and assist Wellington as requested with:  
b. Submission of written reports and other documents as required by the state and/or federal government;

**Question:** Are actuarial services required to by the current broker to submit any of these reports?

**Response:** Since Wellington is fully insured, such reports are not required at this time.

**54. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

9. Advise and assist Wellington as requested with:  
b. Submission of written reports and other documents as required by the state and/or federal government;

**Question:** Can you please provide a sample of the types of reports this request references?

**Response:** Not part of current scope.

**55. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

9. Advise and assist Wellington as requested with:  
c. Coordination of the annual employee wellness fair;

**Question:** Please elaborate regarding "coordination". What does this include and what timeline is generally adhered to at the employee wellness fair?



**Response:** Coordination for the Employee Wellness fair includes communicating with potential vendors (and scheduling them as appropriate). Vendors may include those offering services for weight loss, massage, chiropractic services, alternative medicine, smoking cessation, nutrition, etc. The wellness fair is generally scheduled for about 5 hours and also includes screenings (i.e. glucose, bone density, vision, mammogram, body mass index, etc.) and immunizations (depending on the time of year).

**56. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

9. Advise and assist Wellington as requested with:

d. Monthly New Hire Benefits Orientation including coordination of benefit providers;

**Question:** Please elaborate regarding “coordination”. What does this include and is the New Hire Benefits Orientation conducted every month?

**Response:** New Hire Orientation for benefits is conducted each month, provided new hires are benefit-eligible. Coordination includes working with benefit providers such as Aflac and answering benefit related questions. It also includes assisting new hires with their benefit selections using our electronic portal.

**57. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

9. Advise and assist Wellington as requested with:

e. Open Enrollment including coordination of benefit providers;

**Question:** Please elaborate regarding “coordination”. What does this include?

**Response:** See response #56 above.

**58. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

10. Perform special projects as requested by Wellington, including but not limited to:

b. Assistance with adjudication of specific claims as requested by Wellington;

**Question:** Please explain how the current broker assists with adjudication of specific claims?

**Response:** Specific claims may include life insurance claims, or STD/LTD claims.

**59. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

10. Perform special projects as requested by Wellington, including but not limited to:

b. Assistance with adjudication of specific claims as requested by Wellington;

**Question:** What services are currently being provided by the broker?

**Response:** As an example, claim issues related to the Employee Health Clinic.

**60. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

11. COBRA administration including notification and tracking.

**Question:** Please describe what COBRA administration services are being provided by the current broker.

**Response:** COBRA is administered by Ceridian. However, the current broker will assist as needed when issues arise and/or when COBRA participants have questions.

**61. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

11. COBRA administration including notification and tracking.

**Question:** Does the current broker provide any COBRA reporting? Please provide a copy if this is available.

**Response:** The current broker provides COBRA reporting, if requested.

**62. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

11. COBRA administration including notification and tracking.

**Question:** Does the Village expect the successful proposer to administer COBRA coverage including notifications, tracking, and all other compliance related issues?

**Response:** Yes, however the proposer can continue to use the third party administrator (Ceridian) for COBRA.

**63. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

12. Retiree benefit administration.

**Question:** Please describe all the services the Village expects from the successful proposer as it relates to Retiree Benefit administration.

**Response:** See response #10 included as part of this addendum.

**64. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

12. Retiree benefit administration.

**Question:** What services are being provided today by the current broker? Are reports generated? Please elaborate.

**Response:** The current broker communicates with retirees as needed and when requested. Reports can be generated through BenTek.

**65. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

13. Bloodborne Pathogen Plan (for Hepatitis B) including tracking, notification, and education.

**Question:** Please describe this service including how it is administered, who tracks and performs the service, and any other details available.

**Response:** Wellington generally provides information related to Hepatitis B to new hires and offers them the option to receive the vaccine through MD Now.

**66. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

13. Bloodborne Pathogen Plan (for Hepatitis B) including tracking, notification, and education.

**Question:** What services are currently being provided by the broker in this category?

**Response:** The current broker does not assist with the Bloodborne Pathogen plan. Wellington would like the broker to assist with this plan as part of the new hire orientation.

**67. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

16. Provide assistance with any employee related Health Clinic solicitation and implementation.

**Question:** Please describe all the services the Village expects from the successful proposer as it relates to Health Clinic solicitation and implementation?

**Response:** The successful proposer shall provide services that include but are not limited to, assist with the preparation of the Health Clinic RFP, review proposals, review contract documents, and conduct cost analysis to determine if it's beneficial for Wellington to continue providing an employee health clinic.

**68. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

16. Provide assistance with any employee related Health Clinic solicitation and implementation.

**Question:** Has the Village asked the current broker to complete an Onsite Clinic feasibility study? Can you provide a copy if so?

**Response:** The current broker has not completed a formal onsite clinic feasibility study. We have an off-site feasibility study, see attached.

**69. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

16. Provide assistance with any employee related Health Clinic solicitation and implementation.

**Question:** What services does the current broker perform in this category?

**Response:** See response #67 included as part of this addendum.

**70. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

17. Provide the ability for on-line employee benefits registration (On-line portal)

**Question:** What vendor/service does the Village currently use for online employee benefits administration?

**Response:** Wellington utilizes BenTek Employee Benefits Center.

**71. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

17. Provide the ability for on-line employee benefits registration (On-line portal)

**Question:** Is the Village satisfied with the current vendor? Please list the pros and cons of the current service.

**Response:** No response

**72. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

17. Provide the ability for on-line employee benefits registration (On-line portal)

**Question:** What services does the current broker perform in this category?

**Response:** See question #1, response #1 included as part of this addendum.

**73. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

17. Provide the ability for on-line employee benefits registration (On-line portal)

**Question:** How are online employee benefits registration services including the portal currently paid for? Is this part of the current broker's compensation or is this a separate fee?

**Response:** Fees for these services are included with the broker's compensation.

**74. D. Scope of Services – Benefit Plan**

**ON-GOING SERVICES FOR HEALTH INSURANCE**

18. Perform other related services on an "as needed basis"

**Question:** Please elaborate. In the previous 24 months, what services has the current broker performed that fall within the "as needed basis" category?

**Response:** Examples include, the health clinic contract, evaluation of program reviews and usage analysis, assist with retiree transitions, etc.

**75. D. Scope of Services – Benefit Plan  
RENEWAL YEAR SERVICES**

1. Assist with annual open enrollment and provide the ability for on-line registration (On-line portal)

**Question:** What type of assistance does this Village require during annual open enrollment?

**Response:** The broker is onsite during the entire open enrollment process and assists with coordinating vendors to be onsite during that time. They assist with on-line registration and are available to answer questions as requested.

**76. D. Scope of Services – Benefit Plan  
RENEWAL YEAR SERVICES**

1. Assist with annual open enrollment and provide the ability for on-line registration (On-line portal)

**Question:** How many dedicated staff does the Village require?

**Response:** Wellington requires dedicated staff for different needs. In regards to Open Enrollment, the current broker generally provides a minimum of 3 staff members to assist onsite.

**77. D. Scope of Services – Benefit Plan  
RENEWAL YEAR SERVICES**

1. Assist with annual open enrollment and provide the ability for on-line registration (On-line portal)

**Question:** What services are currently provided by the broker in this category?

**Response:** See response #75 included as part of this addendum.

**78. D. Scope of Services – Benefit Plan  
RENEWAL YEAR SERVICES**

10. Upon Wellington's request, assist in coordinating a comprehensive "Request for Proposal" (RFP) a brokerage process to identify potential high quality Benefits vendors, according to established Wellington guidelines. The scope of this RFP may include, but is not limited to: Medical, Dental, Vision, Basic Life, Voluntary Life, Accidental Death and Dismemberment, Short Term and Long Term Disability insurance providers.

**Question:** Please list the vendors currently used for each of these lines of coverage and when the last RFP took place for each line of coverage.

**Response:** For a list of vendors, please refer to Addendum #2, response #8. The most recent RFP for medical was in 2011.

**79. D. Scope of Services – Benefit Plan  
RENEWAL YEAR SERVICES**

10. Upon Wellington's request, assist in coordinating a comprehensive "Request for Proposal" (RFP) a brokerage process to identify potential high quality Benefits vendors, according to established Wellington guidelines. The scope of this RFP may include, but is not limited to: Medical, Dental, Vision, Basic Life, Voluntary Life, Accidental Death and Dismemberment, Short Term and Long Term Disability insurance providers.

**Question:** What voluntary benefit coverages are currently offered to employees? Are any commissions paid on these lines of coverage and to whom?

**Response:** See Addendum #2, response #8. Fees for these services are included with the broker's compensation as identified in question #4 of this addendum.

**80. D. Scope of Services – Benefit Plan  
RENEWAL YEAR SERVICES**

15. Assist with developing Wellington employee benefit program communication materials. Coordinate the design, printing and production of those materials, as edited and approved by the Wellington's Benefits Administrator.

**Question:** Please elaborate regarding this service. What services are currently being provided by the broker?

**Response:** The current broker assist with the development, design and printing of Wellington's Annual Employee Benefit Highlights booklet and Safety Manual.

**81. D. Scope of Services – Benefit Plan  
RENEWAL YEAR SERVICES**

15. Assist with developing Wellington employee benefit program communication materials. Coordinate the design, printing and production of those materials, as edited and approved by the Wellington's Benefits Administrator.

**Question:** Does the current broker pay for delivery and printing of these materials as part of the compensation arrangement or are these services billed for separately?

**Response:** Yes, these fees are included with the brokers' compensation agreement.

**82. D. Scope of Services – Benefit Plan  
RENEWAL YEAR SERVICES**

15. Assist with developing Wellington employee benefit program communication materials. Coordinate the design, printing and production of those materials, as edited and approved by the Wellington's Benefits Administrator.

**Question:** Please provide a copy of the current benefit program communications including the Open Enrollment guide and any other communication pieces the current broker has produced in the last 12 months.

**Response:** See Addendum #2, response #8. Also see additional attachment.

**83. D. Scope of Services – Benefit Plan**

**RENEWAL YEAR SERVICES**

17. Assist Wellington with the development of performance guarantees relating to vendors' performance of services to Wellington, and evaluation of the performance of vendors.

**Question:** Please provide a copy of the existing performance guarantees.

**Response:** Not part of current scope.

**84. D. Scope of Services – Benefit Plan**

**RENEWAL YEAR SERVICES**

17. Assist Wellington with the development of performance guarantees relating to vendors' performance of services to Wellington, and evaluation of the performance of vendors.

**Question:** What performance guarantees were negotiated by the current broker at the last renewal for each line of coverage?

**Response:** No performance guarantees are in place.

**85. F. Scope of Services – General Property and Casualty And Worker's Compensation**

**ON-GOING SERVICES FOR GENERAL PROPERTY AND CASUALTY / WORKER'S COMPENSATION**

11. Provide claims services on behalf of the Village as it relates to hurricane damage on an as needed basis and claims mitigation

**Question:** The FMIT program is written on a deductible basis with all claims being handled by the carrier. However, the current Broker appears to be providing Claims mitigation. Please provide all the details of this service.

**Response:** See Addendum #2, response #9. One of these attachments includes the claims mitigation agreement

**86. Question:** Regarding the benefit program, why are you going to market & shopping for brokerage services?

**Response:** Wellington would like to review proposals from qualified firms to provide brokerage services in order to determine the most qualified broker, providing the best services at the most competitive price.

**87. Question:** Regarding the benefit program, what do you like and what do you dislike about the current Broker?

**Response:** No response

**88. Question:** Regarding the benefit program, what is most important to you in selecting your brokerage and Consulting partner?

**Response:** Qualifications, Approach and Pricing.

89. **Question:** Regarding the benefit program, what wellness program do you currently have in place now?

**Response:** Employees have formed a Wellness Committee who designs and implements various wellness initiatives. United Healthcare provides a wellness supplement (approximately \$20,000) that is used for various wellness initiatives. The current broker has a staff member assigned to wellness and provides support and makes recommendations as needed.

90. **Question:** Regarding the benefit program, what type of premium increases have you seen over the past 3 Years?

**Response:** See Attached

91. **Question:** Regarding the benefit program, what exactly are you looking to get out of this solicitation?

**Response:** See response #86 included as part of this addendum.

92. **Question:** Regarding the benefit program, are you satisfied with your current carriers and on what scale 1-10?

**Response:** No response

93. **Question:** Regarding the benefit program, are you unionized and what type of benefits do you offer your union employees?

**Response:** There is no employee union.

94. **Question:** Regarding the benefit program, are you using an electronic enrollment system to enroll employees during the open enrollment process and throughout the year? If so, what system is being used currently? If not, what method are you using to enroll employees?

**Response:** Wellington utilizes BenTek Employee Benefits Center for employee enrollment throughout the year, including open enrollment.

95. **Question:** Regarding the benefit program, what is the villages greatest challenge specific to the health and welfare plan?

**Response:** No response

96. **Question:** Do you currently have a Bloodborne Pathogen Plan? If so, is it in-house or provided by an outside vendor? Who is the vendor?



**Response:** Wellington has a Bloodborne Pathogen plan that used to be housed by an outside vendor (JFK Medical Center), but needs to be revised.

97. **Question:** Provide a copy of the group health MLR/running 18 month loss report or actuary report if self-funded.

**Response:** See Attached

**ACKNOWLEDGEMENT:** Proposers must acknowledge receipt of any and all Addenda. Failure to do so may result in rejection of the Proposal. All requirements of the proposal documents remain unchanged except as cited herein.

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Signature of Proposer Acknowledging Receipt of  
Addendum No. (4) Four to be attached in front of Proposal

**Council**

Bob Margolis, Mayor  
Howard K. Coates, Jr., Vice Mayor  
Matt Willhite, Councilman  
Anne Gerwig, Councilwoman  
John Greene, Councilman

**Manager**  
Paul Schofield

**RFP No. 003-14/ED****Title:** Insurance Brokerage Services**RFP Opening Date:** April 2, 2014 at 10:00 am**Addendum Date:** March 26, 2014**ADDENDUM NO. FIVE**

**PURPOSE:** The purpose of this Addendum/NOTICE is to make changes, additions, deletions, revisions, and clarifications to the Request for Proposal (RFP) documents for **Insurance Brokerage Services**. Proposers shall review the Addendum/NOTICE work and requirements in detail and incorporate any effects the Addendum/NOTICE may have in their proposal price.

**REVISION**

**Revision #1:** Disregard the response to Addendum #4, response #27. The revised response to this question is below:

Wellington will accept coverage on a “per occurrence” basis and a “claims-made” basis. If coverage is provided on a “claims-made” basis, please provide proof of retroactive dates, prior acts coverage or tail coverage, whichever one applies.

**QUESTION**

1. **Question:** Section 20 – Indemnification: Please confirm that the Village will consider a proposer that has a \$20 million limitation of liability requirement as it relates to indemnification.

**Response:** Wellington does not specify limits of coverage on indemnification. Wellington’s Indemnification clause in RFP documents specifically states, “The successful bidder/proposer shall indemnify, save harmless and defend Wellington, its agents, servants, or employees from and against any and all claims, liability, losses and/or causes of action which may arise from any negligent act or omission of the successful bidder/proposer, its subcontractors, agents, servants or employees during the course of performing services or caused by the goods provided pursuant to these bid documents and/or resultant contract.”

**ACKNOWLEDGEMENT:** Proposers must acknowledge receipt of any and all Addenda. Failure to do so may result in rejection of the Proposal. All requirements of the proposal documents remain unchanged except as cited herein.

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Signature of Proposer Acknowledging Receipt of  
Addendum No. (5) Five to be attached in front of Proposal