

**CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT
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Fax (617) 796-1227**

September 12, 2022

**ADDENDUM #1
REQUEST FOR PROPOSALS #23-18**

HEALTH INSURANCE CONSULTING SERVICES TO SOLICIT CITY'S GROUP HEALTH & PRESCRIPTION INSURANCE PLANS

THIS ADDENDUM IS TO ANSWER THE FOLLOWING QUESTIONS:

Q1. Who is the City' current employee benefits broker and/or consultant?

A1. The City does not currently have a broker or consultant.

Q2. What is the total annual compensation received by the City's employee benefits broker and/or consultant?

A2. None. See A1 above.

Q3. Is there a separate broker on the stop loss (reinsurance) policy? If separate, what is the total annual compensation received?

A3. Yes, approximately \$43,000 in commission.

Q4. What are the annual stop loss premiums (estimated)?

A4. Annual premium is estimated to be \$430,000 in FY 2023.

Q5. Is the City interested in ongoing employee benefits consulting services (typically the bidding of plans is part of a standard service offering)?

A5. At the current time the City is only requesting proposals to solicit health and prescription insurance bids.

Q6. Would the City modify its price proposal sheet so that alternative price proposals (in addition to the requested fixed fee proposal) could be considered as part of this RFP?

A6. The City will not modify the Price Proposal sheet. Proposers may make additions to their proposals. Additions will be reviewed but will not be considered outside the specifications of the Request For Proposals (RFP).

Q7. This is to confirm that the city is seeking a onetime project to market (put out to bid) it's current health plans?

A7. Yes, the city is seeking a one-time project to market its current health plans.

Q8. Please confirm what ongoing services may be required from the consultant after the conclusion of the City's plan marketing?

A8. At this time no ongoing services will be required after a contract with an insurer for the City's health and prescription plans has been awarded and executed.

Q9. What is the City's budget for a general consulting fee? (Range or up to amount)?

A9. The city has not set a budget for this project.

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR
BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD
RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.**

Thank you.

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive, slightly slanted style.

Nicholas Read
Chief Procurement Officer