

TOWN OF AVON, CT

**HEALTH AND WELFARE BENEFITS CONSULTANT
REQUEST FOR PROPOSALS 18/19-9 – ADDENDUM TWO (2)**

Date: June 20, 2019

The Town has issued Addendum #2 in response to questions that were raised by proposers as a result of the information provided by the Town in Addendum #1 (dated June 14, 2019).

First, a clarification to the Town’s response to Addendum #1, Q2 is necessary. The response to Addendum #1, Q2 states that the “the Town has 188 active employees enrolled in health coverage.” This should state that the “Town has 188 active employees and dependents enrolled in health coverage.”

Q1. The number of active/retired employees is significantly different in the RFP and Addendum #1. Please confirm which is accurate (assume addendum):

	<u>RFP</u>	<u>Addendum #1</u>
Town:	143	188
Town Retiree:	says “included”	112
BOE Active:	399	1,034
BOE Retiree:	says “included”	53

Assuming the addendum is accurate, please confirm these are employee contracts (regardless of coverage tier EE, ESP, ECH, FAM) and does not include dependents. If not, we just need the employee count, which may be what was in the RFP? Please clarify.

Answer: The numbers provided in the RFP Specifications (143 for the Town and 399 for the BOE) refer to the number of contracts that the Town holds with employees for healthcare benefits. Within each contract there may be an individual, a couple or a family. The number of contracts provided in the RFP Specifications includes both active employees and retirees.

The numbers provided in the Town’s response to Addendum #1, Q2 (188 for the Town and 1,034 for the BOE) represents the total headcount of the number of active employees, spouses and dependents covered by each entity’s health benefits program.

The number of Town retirees provided by Addendum #1, Q3 (112) refers to the number of retirees and spouses covered by the programs, no dependents. The number of BOE retirees provided by the addendum (53) refers to the number of retirees, spouses and dependents covered by the programs.

For a headcount of active employees and retirees only, (not including any dependents or spouses), the Town recommends that proposers refer to the number of contracts provided by the RFP Specifications.

Q2. The RFP Proposal requirements state Item A as Table of Contents, but Item A is labeled Firm Description/Background. Please confirm we can include a Cover Letter and Table of Contents prior to the items requested in the stated order?

Answer: Yes. Please feel free to include a Cover Letter and a Table of Contents prior to the items requested in the stated order.

Please note that all other terms and conditions appearing in the original Request for Proposal remain unchanged. Vendors are asked to sign, date and return this sheet **along with their Proposal** in order to verify their receipt of this addendum prior to the submission deadline. Please fill out all sections below in order to ensure that your response is considered complete.

Name: _____

Title: _____

Company: _____

Address: _____

City	State	Zip Code
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Telephone: _____ Date: _____

E-mail: _____