



TO: Proposers on RFP No. 21-009HR

FROM: City of Dayton, Ohio
Department of Human Resources

SUBJECT: ADDENDUM NO.1 - Questions and Answers

The City of Dayton received questions relating to our RFP No. 21-009HR

The following are the questions with answers for this RFP. Please consider this document in preparation of your proposal response. In the answers of these questions the City of Dayton shall be noted as "City".

To ensure the integrity of the proposal process, a signed copy of this proposal addendum notice shall be included with your company's response to this document.

(Print Name)

(Date)

(Signature)

(Company Name)

Sincerely,

Brent McKenzie, Deputy Director
Department of Human Resources



City of Dayton, Ohio
Department of Human Resources
Independent Audit RFP
Open Market
REQUEST FOR PROPOSAL (RFP) No. 21-009HR
March 2021

1. RFP Section 1.06- Section 1.06 states “The letter must briefly summarize the vendor’s ability and willingness to perform the services required by the RFP. The letter must be on the form provided in Exhibit A.” Exhibit A does not have a space to add this summary. Where would the City like this response to appear?

Answer: Please provide the requested information in a separate attachment to Exhibit A.

2. RFP Section 1.06- Section 1.06, Company Profile and Background – the first five bullets referenced are provided as part of Exhibit A, Company Profile and Background on pg. 14. Where would the City like our response to appear for the remaining bullets (shown below)?
- Please provide a brief overview of your company. Indicate if you are owned or affiliated with any carriers or brokerage agencies. Are you privately held or publicly traded?
 - Provide a brief overview of your dependent audit process.
 - What are the primary advantages of your audit process?

The above bullets are repeated as part of the Organization and Experience section, so should all three bullets be responded to there?

Answer: Yes, please respond to the questions under the Organization and Experience section.

3. Exhibit A- Exhibit A asks for information about Key Personnel. Should we only provide the primary and back-up points of contact in this form, or all proposed personnel?

Answer: The primary and back-up points of contact will be sufficient.

4. RFP Section 1.06- The RFP states the City is particularly interested in contracting your government clients and any prior work involving any clients who use the BANNER payroll system. Does the City anticipate providing access to a BANNER payroll system?

Answer: No, the City will provide any necessary information from the Banner system.

5. General- Is there an incumbent for the scope of work being requested?

Answer: No

6. RFP Section 1.08- The evaluation criteria identifies that a Dayton local business is required. Can you please describe this requirement as it did not appear that the City was limiting bidders to those that have a location within Dayton?
Answer: All potential bidders may submit a response to the RFP. However, to obtain the points allocated for a Dayton local business, the bidder must have a location within Dayton.
7. RFP Section 2.02- While the City currently employs approximately 1,900 employees, can you provide the following information:
- Please provide the total number of employees with a covered dependent on the City's health plans.
Answer: 1059 employees
 - Please provide the number of spouses on the City's health plans.
Answer: 832 spouses
8. RFP Section 2.03- Will the contractor be restricted to methods of communication to employees and their dependents?
Answer: No
- Do you have employee email addresses (personal and/or business) that may be used to contact individuals?
Answer: The City has business emails for approximately one third of its employees.
 - Do you have personal phone numbers that may be used to contact individuals?
Answer: Yes
9. RFP Section 2.03- Can you clarify that the operating system support is referring to the operating systems that will be used throughout the verification process, such as mobile or other methods?
Answer: The City uses the Windows operating system
10. RFP Section 2.03- Does the City of Dayton have a set budget regarding the scope of work?
Answer: No
11. General- Are there repercussions if employees don't provide responses?
Answer: Yes, the dependent will be removed from the health insurance plan.
12. General- Would the City like to better understand the actual leakage based on the medical/Rx claims paid on behalf of the members that are not eligible?
Answer: Yes
13. Current active employees enrolled with medical coverage?
Answer: 1642 employees
14. Current active employees with covered dependents?
Answer: 1059 employees
15. Total currently-enrolled dependents of active employees?
Answer: 2,565 dependents, including spouses
16. Total number of spouses on the plan?
Answer: 832 spouses

17. Estimated percent of employees with web access?
Answer: Unknown
18. Estimated percent of employees who speak Spanish?
Answer: Unknown
19. Other languages?
Answer: Unknown
20. Are your dependent eligibility rules completely uniform across all medical plans?
Answer: Yes, the City only has one medical plan.
21. Plan year dates?
Answer: January 1 through December 31 of each calendar year.
22. Average cost of medical coverage per dependent (Typically \$2,000 to \$5,000 per dependent)?
Answer: Unknown
23. Next open enrollment period?
Answer: October 2021
24. How is open enrollment conducted? Web %, IVR % Paper %
Answer: Prior to 2020, 100% by paper. In 2020, 100% by Web and/or IVR.
25. Do you collect proof documents to verify dependent eligibility?
Answer: Yes
26. Do you collect proof documents for dependents for New hires?
Answer: Yes
27. Do you collect proof documents for dependents due to Status Changes?
Answer: Yes
28. Do you collect proof documents for dependents during open enrollment?
Answer: Yes
29. Do you have a spousal carve out or surcharge?
Answer: Yes, the City has a spousal carve out.
30. Are you considering adding one in the future?
Answer: Please see answer to Question 29.
31. Section 1.06 – References section states the below:
- Please clarify how the use of a Banner payroll system will impact this scope of work?
Answer: Banner is the City's payroll and HR system, and some information for the audit maybe provided from the Banner system.
 - Will the vendor need to obtain specific information from this system?
Answer: Yes, the City will provide the information from the Banner system.

32. Section 2.03 - Please provide the following?
- a. Total number of employees included in the scope of work?
Answer: 1059 employees
 - b. Total number of dependents included in the scope of work?
Answer: 2,565 dependents
 - c. Total number of health plans included in the scope of work?
Answer: 1 health plan
 - d. Confirmation of dependent relationship type included in the scope of work?
Answer: Spouses and children
33. Will the City be including retirees in the project?
Answer: No
34. If so, how many of the included retirees are covering at least one dependent (non-single contracts)?
Answer: Not applicable
35. How many total employees/retirees are covering at least one dependent (non-single contracts) in the plan(s) to be audited?
Answer: 1059 employees
36. Has the City performed a Dependent Audit in prior years?
Answer: Yes
37. If so, who performed it (internal/external) and when?
Answer: Internal, approximately five (5) years ago
38. Does the City collect eligibility documentation when dependents are added to the plan?
Answer: Yes
39. Does the health plan have a spousal carve-out or spousal surcharge program?
Answer: Yes, a spousal carve-out
40. If so, does the City have an existing affidavit or questionnaire that is used to obtain information about spousal employment?
Answer: Yes
41. What is the average cost per dependent (spouse and children) on the health plan?
Answer: Unknown
42. In the event that the City receives a FOIA request for copies of the proposals, can the proposers provide separate, redacted versions of the proposals to be shared with the requestors?
Answer: Maybe. The City will work with the vendor in preparing and/or receiving a redacted version of the proposals, provided that, the City may not redact data from the proposal that would be considered public under the Ohio Public Records Law.

43. Page 6 (Section 2.02): “The City currently employs approximately 1,900 employees.”

Question 1: How many plan participants will be included in the audit?

Answer: 1,059 employees

44. How many spouses/dependents will be included in the audit?

Answer: 2,565 dependents with 832 spouses and 1,733 children

