City of Franklin Addendum No. 1 to

Purchasing Office Solicitation No.: 2018-015

1. Solicitation identified: This Addendum No. 1 applies to the following procurement:

   voluntary group term life insurance with accidental death & dismemberment benefits, and voluntary short-term disability insurance

   Purchasing Office Solicitation No.: 2018-015

2. Notice to Proposers publication date: **March 29, 2018**

3. Solicitation release date: **March 29, 2018**

4. Addendum No. 1 release date: **April 6, 2018**

5. Deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation: **April 10, 2018, 2:00 p.m. Central Time**

6. Proposals submittal deadline and scheduled opening: **April 19, 2018, 2:00 p.m. Central Time**

7. Tentative date of release of City's tabulation of proposals received and notice of intent to award: **April 30, 2018**

8. Tentative date of award: Meeting of Board of Mayor and Aldermen at which is tentatively scheduled to be awarded the selection of the proposal that best meets the needs of the City: **May 8, 2018**

9. Target effective date of award: **July 1, 2018**

10. Addendum:

    In reference to the City of Franklin's March 29, 2018 Purchasing Office Solicitation No. **2018-015** for voluntary group term life insurance with accidental death & dismemberment benefits, and voluntary short-term disability insurance, the City has been asked certain questions about the solicitation by one or more vendors who are potential proposers.

    The purpose of this Addendum No. 1 is to announce the City's responses to the questions that have been asked to date.

    Please note that the submittal deadline and scheduled opening of all proposals received remains unchanged and is:

    April 19, 2018, 2:00 p.m. Central Time

    Below are the questions asked to date and the City's responses thereto:

Q1: There is an LTD booklet-certificate included, but I didn't see LTD requested in the RFP. Should we also quote LTD?

A1: No, by this request for proposals the City is not soliciting proposals to include long-term disability insurance. The LTD booklet-certificate provided by the City as Appendix 10 is to inform potential proposers of what long-term disability benefits are provided to the City's employees in case that is useful information for designing the proposed plan for short-term disability insurance.

Q2: Do you have a census of all eligible employees? The censuses included only show those enrolled.

A2: Please see Appendix 12, available upon request.

Q3: We will need a census of all employees eligible for the voluntary life and voluntary STD, not just those participating currently.

A3: Please see A2 above.

Q4: Please confirm if you are looking for a quote on the LTD benefits? I did not see it mentioned but you did include the LTD booklet so just want to double check.

A4: Please see A1 above.

Q5: Can you please send us the monthly premium and claims report for the voluntary life and the voluntary STD with the number of enrolled lives for the period 7/1/15 through 3/31/18 from Unum? I didn't see the premium paid on the STD product on any of the appendices and we would like to have that on a monthly basis with the claims and lives to formulate our pricing.

A5: Claims reports are provided in Appendices 4 and 8, available upon request. Monthly premiums are provided in Appendix 15 (1/2015 through 3/2018), available upon request.

Q6: Can you please send an updated census for the voluntary life that includes the volume that each of the employee, spouse and children are covered for? The census that [the City issued as Appendix No. 1] didn't include the actual volume of voluntary life insurance for the EE/SP or CH and we need that.

A6: Please see Appendix 13, available upon request.

Q7: Judging by the RFP, it doesn't appear there will be finalist meetings. If there actually are finalist meetings, would our standard response for references, "references will be provided if we are considered to be a finalist" disqualify from us from consideration, or are we required to provide references?

A7: The City declines to modify the request for references to be included in the proposal.

Q8: Can supplemental life volumes be added on the voluntary life and AD&D census?

A8: Please see Appendix 13, available upon request.

Q9: Supplemental AD&D is referenced in the RFP, but rates aren't included. If you have supplemental AD&D, what are the rates for employees, spouses and children?

A9: AD&D benefits are included in the VGTL rates. Separate rates for the AD&D benefits are not readily available. Please see Appendices 16 and 17, attached to this addendum.

Q10: Can 3 years of STD paid premium be provided, to go along with the paid claims we received?

A10: Please see Appendix 15, available upon request.

Q11: Can job titles be added to the STD census file?

A11: Please see Appendix 13, available upon request.

Q12: Are renewal rates available? Why are these lines of coverage being marketed?

A12: No renewal rates. Voluntary products are due to go through RFP process.

Q13: Is a LTD quote needed? The LTD booklet-certificate is included, but is not referenced in the RFP.

A13: Please see A1 above.

Q14: We have reviewed the RFP and documents provided, but do not see a Basic Life or LTD census. Can you please provide a census for the Basic Life and LTD coverages? The census would include, DOB, Gender, Salary, Occupation, Class Indication, and all Voluntary coverages on separate columns.

A14: Regarding Basic Life, the City is not soliciting proposals for that product. Regarding LTD, please see A1 above.

Q15: Could an updated census be provided? We need this in order to tell which employees have multiple lines of coverage. Right now the censuses are broken out by coverage type, so we cannot tell what dependents belong to what employee, or if an employee is electing both VSTD and Supplemental Life.

A15: Please see Appendix 18, available upon request.

Q16: Does this group have supplemental AD&D in force? Are we quoting that line? There was no certificate that had AD&D information so we are unsure of the benefits or plan designs for Supplemental AD&D.

A16: Please see A9 above.

Q17: Can the Supplemental life volumes and AD&D volumes for employees and dependents be added to the updated census?

A17: For Life including AD&D, please see Appendix 13, available upon request.

Q18: Can job titles be added to the census?

A18: Please see Appendix 13, available upon request.

Q19: Could at least 3 years of STD paid premium and paid claims be provided?

A19: Please see Appendix 15, available upon request.

Q20: Are in-force rates for AD&D or renewal rates for all lines available?

A20: Regarding AD&D, please see A9 above. Regarding renewal rates, see A12 above.

Q21: How many total employees are there? We cannot tell what the participation percentage is since we only know whose enrolled in coverage not whose eligible.

A21: Please see Appendix 12, available upon request.

Q22: Please provide an updated Voluntary Life census that includes benefit elections.

A22: Please see Appendix 13, available upon request.

Q23: Please provide STD premium and claims experience, including lives and volume.

A23: Please see Appendices 15 and 8, respectively, available upon request.

Q24: Please provide historical rates.

A24: Please see Appendices 3 (VGTL) and 7 (STD), available upon request. Rates prior to 2015 are not readily available.

Q25: Why is the city out to bid? Have you received a recent renewal increase or have had any administration issues with your current carrier, Unum?

A25: Please see A12 above.

Q26: Could you provide us with a recent bill?

A26: Please see Appendices 14 and 15, available upon request.

Q27: A booklet for LTD was provided. Can you confirm that we are only covering Voluntary Life, Voluntary AD&D, and Voluntary STD, and that you are not asking for LTD?

A27: Please see A1 above.

Q28: You have requested Voluntary AD&D, however there is no mention of the Voluntary AD&D plan design in the provided booklets. Can you provide us with a booklet for your current coverage?

A28: Please see Appendices 16 and 17, attached to this addendum.

11. Acknowledge receipt of addendum: Proposers shall acknowledge receipt of this addendum on the Proposal Submittal Form in the space to the right of the text on that form that reads, "Receipt acknowledged of any and all issued addenda to this solicitation."

12. Questions, requests for clarifications, and requests to revise the procurement solicitation; addenda: To ask questions, to request clarifications about any aspect of this procurement solicitation, or to request revisions to the procurement solicitation prior to the deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of the procurement solicitation, please contact:

    City of Franklin Purchasing Office
    Franklin City Hall, Suite 107
    109 3rd Ave. South
    Franklin, TN 37064
    purchasing@franklintn.gov
    Tel: 615/550-6692
    Fax: 615/550-0079

    Depending upon the inquiry, the City may request that the question, request for clarification, or request for revision be submitted in writing, whereupon the City may choose to announce the inquiry and the City's response thereto.

13. Communication with City during procurement phase: Any questions about either the content of or the procurement process pertaining to this procurement solicitation should be addressed as described above. Until the procurement award has been made, vendors shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.