

Miami Shores Village



ADDENDUM NO. 1

RFP No. 2022-04-02

Agent of Record for Employee Health and Benefits

April 7, 2022

This Addendum to the above-referenced RFP is issued in response to questions from prospective respondents, or other clarifications and revisions issued by the Village. The RFP is amended in the following particulars only. Deletions are shown by ~~strike through~~ and additions are underlined.

1. *There was a typographical error noted on page 1. The timeline as shown on page 2 remains unchanged.*

Questions regarding this solicitation shall be submitted in writing to bids@msvfl.gov no later than 5:00 p.m. ~~April 21, 2022~~ April 14, 2022

2. *Question: Does the Village currently utilize an online enrollment system as requested in #4 of the Scope of Work on page 26?*

Response: The Village does not currently utilize an online enrollment system.

3. *Question: How does the Village currently conduct open enrollment? How many open enrollment meetings are typically held?*

Response: Benefit information packets are provided to employees two weeks before open enrollment. One meeting in August with a makeup meeting in late August or early September. Individual meetings upon request.

4. *Question: What is the annual compensation received by the current broker? Commission or flat fee?*

Response: The current compensation is a 6.5% commission.

5. *Question: Who/what firm is the existing agent of record? Please provide a copy of the existing agent of record agreement.?*

Response: The current provider is Sapoznik Insurance. A copy of the agreement is not readily available.

6. *Question: Is it possible to extend the deadline for receipt of proposals?*

Response: The due date deadline will remain unchanged. Proposals are due no later than 2:30 p.m., April 21, 2022.

Any questions regarding this Addendum should be submitted in writing to the Procurement Administrator at bids@msvfl.gov.

Proposers are reminded to acknowledge receipt of this addendum as part of your RFP submission.

Sincerely,



Donna Rockfeld
Procurement Administrator