2/11/2025

REGIONAL TRANSIT AUTHORITY

PUBLIC NOTICE

RFP 2025-007- INSURANCE BROKERAGE SERVICES

Addendum I

Acknowledge receipt of this addendum in the bid submission. This addendum is a part of the Contract Documents and shall be included in the Contract Documents. Changes made by the addenda take precedence over information published at an earlier date.

Request For Proposal No. 2024-024 has been amended as follows:

Should our Cost for Services be provided as a separate document of included within our response? Include in response

1. **Is there a particular form that we should use to show our cost for services? no**

2. **Is the DBE Form 4 required since there is no DBE goal? Yes**

3. **Item 1.1 states that we are required to "include a Letter of Interest that addresses the suggested structure or organization of the proposed team, a detailed description of your team's approach and capability to handle project specific issues a schedule of the proposed work, and any other information that may assist the RTA in making a selection. Letters of Interest should be concise and limited to three (3) pages." My question: are we being asked to respond to the RFP by including a three page Letter of Interest which outlines our capabilities and the required forms shown in Attachment I : Supplier Submission Checklist? The letter of interest does not have to be 3 pages. Capabilities and etc. should be apart of your proposal. The supplier checklist is located at the end of the solicitation**

4. **To clarify question 4 previously sent on 1/17/25. My question is this. Should our response be limited to the 3 pages in our Letter of Interest and the required forms outlined in Attachment I? Also, please confirm that our Cost Proposal should be submitted at the same time as our Response but as a separate document. Thank you. No proposal is not limited to 3 pages. Yes cost proposal should be submitted at the same time along with the proposal.**

5. **Are there specific questions that need to be addressed, or should the response be based on the Scope of Services? You should look over the evaluation criteria located in the solicitation along with the scope of work.**

6. **The Scope of Services document outlines traditional brokerage services for Medical, Dental, Vision, and Life Insurance. Is RTA seeking services for both retired and full-time employees? No-Retirees Only**

7. **Do you plan to provide any answers or data related to the current health plan? No**

8. **According to section 4.2 Evaluation Criteria, it seems that most of the evaluation will focus on Overall Qualifications and Technical Qualifications. Should these items be addressed within the 3-page limit of the Letter of Interest, or are they exempt from the page limit? No, they should be addressed in the proposal which is NOT limited to 3 pages.**

9. **The RFP requests proposal for both Property and Casualty Services and Employees Benefits Services. To qualify for either, must an agency present proposals for both? Yes**

10. **Can an agency submit separate property & casualty and employee benefits proposals, or must they be submitted together? Submit together**

11. **Should our DBE partner be registered as a separate bidder on the RFP portal? No**

12. **Does the RTA have a benefit program for active employees? Yes The "Scope of Services only mentions former employees, retirees, and their dependents. If the RTA does provide benefit programs for active employees, is that not included in services that you are seeking in this RFP? No-Only Retirees**

13. **If the RTA has benefit programs for active employees, is this separate from the Health, Dental, Vision, and Life programs that the retirees are eligible for? Yes**

14. **When retirees age into Medicare, are they being transitioned into an individual Medicare option or do you currently have a group Medicare Advantage plan established specifically for these retirees? Transitioned**