

**RESPONSES TO PROPOSAL QUESTIONS  
MADISON COUNTY SCHOOL BOARD RFP 2024-04**

*Employee Medical/Health Benefits, Section 125 and Voluntary Benefits Administrator, Broker and Consultant*

**Q1. BACKGROUND INFORMATION (General paragraph and paragraph A)**

Please clarify what you are seeking. The General paragraph states you want a Broker/Consultant to work with the district on all benefits. Then you explain the role of “The Administrator”. In paragraph A you state the RFP is to select an “Administrator” and share there is currently one (1) “Administrator”.

Are you referring to the Broker/Consultant and “The Administrator” as interchangeable terms and they are the same position?

**A1a:** Yes

Or are these two (2) separate entities?

**A1b:** No

If so, what are the differences in the responsibilities?

**A1c:** They are the same entity

**Q2. BACKGROUND INFORMATION (Paragraph B)**

Please provide information on the current “web-based open enrollment” platform

**A2:** Currently, the open enrollment process is completed by sitting down with a District staff member and/or agent through the Skyward Business platform.

Is the system available for both actives and retirees? Yes

**Q3. BACKGROUND INFORMATION (Paragraph F)**

Who manages the current COBRA process?

**A3:** Currently, the District handles the Cobra process, but the expectation is that this responsibility will be transferred to the Broker/Consultant through this bid process.

**Q4. BACKGROUND INFORMATION (Paragraph G)**

Please confirm that you are looking for a Consultant/Administrator to manage the current ACA process.

**A4a:** Yes

If the Consultant/Administrator does not offer this service, would this be an automatic disqualification?

**A4b:** No

**A4c:** Who manages the current ACA process? Currently, the District completes the ACA process, but the expectation is that the proposal would include the successful entity taking responsibility for the ACA Processing.

**Q5. BACKGROUND INFORMATION (Paragraph H)**

Please provide the current census as described in Paragraph H.

**A5:** This information will be sent upon request and after receipt of encrypted credentials from a potential proposer.

**Q6.** If the Consultant/Administrator does not offer all services requested in the Scope of Work, is that an automatic disqualification?

**A6a:** No

Can services be sub-contracted?

**A6b:** Yes, please review pages 11, 12, 13, and 28 of the RFP and its references to sub-contractors.

**Q7.** What are the primary concerns, if any, Madison County School Board has with its current benefits?

**A7:** The district expects that proposals from this bid process will provide expanded health insurance options for employees to choose from and more competitive pricing.

**Q8:** Pages 3 and 4 state the proposal due date is April 22<sup>nd</sup>; however, the calendar of events on page 19 says April 29<sup>th</sup>. Please confirm the proposal due date.

**A8:** The application is due April 29, 2024

**Q9:** How many hard copies of the proposal are requested?

**A9:** Three hard copies will be needed for committee review members

**Q10:** Please provide a copy of the current broker/consultant agreement.

**A10:** A copy is attached separately in this section.

**Q11:** What is the annual compensation currently received by the current broker?

**A11:** Between \$70,000-\$84,000.

**Q12:** Does the current broker/consultant currently perform all the duties as outlined in the Scope of Work (pages 5-10)?

**A12:** No. The bid process is seeking a broker/consultant who can perform all duties outlined under the Scope of Work (pages 5-10)

**Q13:** What electronic enrollment solution does the District currently utilize?

**A13:** The district payroll system templates in Skyward Business

**Q14:** What payroll system does the District currently utilize?

**A14:** Skyward Business