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**Request for Proposal #19110 for Benefit Broker Services  
Addendum No.1 September 27, 2018  
Changes to Period of Performance / Questions and Answers**

**Request for Proposal #19110 for Benefit Broker Services the Period of Performance is hereby modified as follows: the original time frame indicated a one (1) year base period with two (2) one (1) year priced options, is changed to a three (3) year base period with two (2) one (1) year priced options.**

**The Proposal due date is hereby changed from 10:00 A.M., Friday, October 5, 2018 to 10:00 A.M., Wednesday, October 17, 2018.**

1. Why is CCWD going out to bid at this time?

**Our contract with our current broker is expiring.**

2. Who is CCWD's current benefits broker/consultant?

**Alliant.**

3. Is CCWD currently satisfied with the services from the current broker/consultant?

**Yes.**

4. How does the District compensate its broker/consultant: Flat fee bases for all lines of coverage, commissions from the carriers or a combination of both?

**Combination of both.**

- a. Please list the premiums and percentage of commissions for each line of coverage at the District. If there is a flat fee for a set of coverages, please list the flat fee. If there are no commissions paid to the broker/consultant for the coverage, please list no commissions or flat fee paid to the broker.

**Commissions are applied only to the life insurance, AD&D, STD and LTD coverages provided by Reliance and are based on a standard graded commissions schedule, please see attached. The average monthly commission for the previous eight months was \$1,076. The balance of the contract, \$55,000, was paid by the District.**

5. What was the total commissions / fee payments paid to CCWD's current broker/consultant in 2016?

**\$55,000 annually.**

6. Does each bargaining unit have the ability to negotiate its own benefit package? Do you meet with the various bargaining units on a regular basis?

**Yes. The current Unions (Local 21 and Local 39) have contracts through November 3, 2021. The unrepresented employees and the confidential groups renew annually in October.**

7. What are the renewal dates for each of the plans?

**Most plans are annual with a renewal date of January 1 each year.**

8. Please provide the carrier names and current annual premium paid by the District to each carrier.

**CalPERS (Medical) ACWA/JPIA (Delta Dental and Vision Service Plan), Reliance (STD, LTD, Life and AD&D).**

9. Does the District use a Benefits Committee?

**No, not at this time.**

If so, is the broker/consultant a participant? How many times per year does the Committee meet?

**N/A.**

10. What is the average number of total onsite meetings, specified by type and quantity (meetings with District staff, Board of Directors, committees, employee organizations and other meetings) the broker/consultant should plan to attend annually?

**Approximately six per year for planning, renewal and wellness.**

- a. How many hours are each of the types of meetings?

**Approximately one to two hours in duration.**

- b. Please specify the number of "known" meetings and separately estimate the "unknown" meetings. (Detailed meeting information will allow us to provide the most accurate and competitive pricing.)

**See answer to question 11 and 11a.**

11. What open enrollment support is necessary?

**The current broker prepares communication documents for open enrollment with input from Human Resources staff.**

a. Who currently creates the open enrollment booklets (packets)?

**Human Resources creates the open enrollment packet with some help from the broker.**

b. Would the broker/consultant be required to create (including graphics, etc.) the employee booklets or only perform technical reviews of booklets?

**The broker creates employee booklets (guides) including graphics and also performs a technical review.**

12. Does the District currently have separate employee and retiree benefit guides?

**The District has separate employee benefits guides for each unit (Local 21, Local 39, Confidential, Unrepresented and Board of Directors).**

13. What are the major activities planned for 2019-2020?

**Open Enrollment, Health Fairs, and Wellness Focus.**

14. What are the top three health and benefit issues facing CCWD?

**Cost control, keeping up with legislation, and retiree issues.**

15. The proposal indicates CCWD participates in CalPERS for medical, but the proposal states the solicitation covers Kaiser Permanente. I would assume Kaiser is offered under the CalPERS offering, please confirm.

**This is confirmed.**

16. Will CCWD disclose the annual premiums associated with the Life and Disability programs?

**Yes. See question 4a.**

17. Will CCWD disclose the current broker relationship and the current compensation?

**Yes. See question 4a.**

18. Is the current broker responsible for employee communications, including those for the CalPERS and ACWA/JPIA plans?


**The broker will not communicate directly with employees but will work with the Human Resources staff on other types of communication such as benefits guides, flyers etc.**

19. Are there any printing charges currently included in the broker compensation?

**No.**

This document is available online at [www.ccwater.com](http://www.ccwater.com), and is hereby made an official part of Request for Proposal #19110.

Thank you in advance for your cooperation.

  
Brian K. Jackson  
Purchasing Officer  
Contra Costa Water District

I acknowledge receipt of the foregoing Addendum #1.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please sign and return with your proposal submittal.**