



Request for Qualifications (RFQ) **For Employee Benefits Broker Service**

Questions and Answers

March 20, 2024

Question: Do you have the information on the website on how you would like the proposals submitted?

Answer: Yes. Per the RFQ, proposals are to be submitted electronically via email to RFQ@elcbroward.org. The RFQ also includes submission instructions and a checklist of items to include in the format.

Question: Would you like a capabilities statement with the submission?

Answer: Yes, we are looking for firm information and qualifications.

Question: If there are other programs in reference to benefits and benefits offered to employees, could we include that with our submission?

Answer: Yes. If there are things beyond the minimum requirements that you believe would be of interest and value to the ELC, they may be included as proposal.

Question: There are some dates listed on the timetable for interviews, will the ELC be selected the top applicants to interview? Will it be via Zoom? Will each applicant have a certain amount of time to present?

Answer: This is dependent on the number of submissions received. If the ELC receives a lot of submissions, the top scored submissions will be interviewed. The ELC would like to interview as many as possible of the proposers, so that everyone has the same information. All interviews will be done electronically. Each interview will be given a set amount of time to present. The selected vendors for interviews will be sent an email with an interview timeslot. The raters will score based off the submission packet, the presentations are there for clarifying questions or to provide additional information that is already in the proposal, and not a substitute for the proposal.

Question: Am I allowed to ask for particular documents, such as your current benefits collateral invoices, etc.? If so, will those documents be sent to each person individually who asks, or posted on the website?

Answer: Everything you request would be posted on the ELC website, so it will be accessible by all.

Question: Does our organization need to register with Broward County?

Answer: No, we are a private not-for-profit organization that handles our procurements separate from government.

Question: How do you demonstrate your certification, whether it is minority, women-owned, or veteran?

Answer: The ELC verifies the Certified Minority Business Enterprise status via the state CMBE website. Other documentation that demonstrates the status can be submitted with the proposal.

Question: What do the employees like about their current benefits?

Answer: We have a very rich benefits plan and we pay 100% of coverage for our employees, 90% for Dependents and 50% for spouses.

Question: What do employees complain about most about their coverages?

Answer: We frankly don't get complaints. We have very rich benefits.

Question: What is the employer contribution towards all plan options?

Answer: 100% for employee coverage, 90% children, 50% spouse. 100% Life (100K) ADD and Short/Long Term Disability Premiums. FSA Participation is employee only.

Question: Can you provide your current benefit guides, plan designs and rates?

Answer: That will be posted on the website.

Question: What benefit admin system do you currently use?

Answer: We use Maxwell

Question: Do you do you prefer one on one enrollments or just group meetings?

Answer: We like a mixture

Question: What is your process for new hire eligibility throughout the year?

Answer: 30 days after the first day of the first full month of service.

Question: Do your employees partake in wellness fairs and biometric screenings?

Answer: Yes, they do. We host wellness fairs and biometric screenings throughout the year.

Question: What do you think would help employee participation?

Answer: We have very high participation already.

Question: What has stopped you from going self-funded and or level funded?

Answer: We like our rich benefits.