

QUESTIONS & RESPONSES #03

RFQ or RFP / TITLE 070634| Benefit Broker
CONTACT Juli Tuson
EMAIL procurement@portoftacoma.com
PHONE NUMBER 253.383.9436
PROPOSAL DUE DATE JULY 28, 2017 @ 2:00 PM PST
DATE ISSUED June 23, 2017

	PROPOSER QUESTIONS	PORT RESPONSES
1	How do you anticipate current total rewards redesign project to impact health and welfare program offerings?	We haven't started the process, yet. Unable to answer.
2	Which firm is assisting you with the Total Rewards project?	Yet to be determined.
3	Is the scope of work outlined in the RFP similar to what your current service provider has in place? If not, what are the differences and why are you seeking a different scope or work?	Very similar to the services our current broker provides.
4	What communications materials are currently developed for your health and welfare programs?	Current broker: puts together annual notice packets for open enrollment, develops communications with us when there are plan changes, provides benefit cards that list all of our benefits and the contact information, etc.
5	How frequently do you audit vendors other than the Medical TPA?	Other than eligibility audit, we have only audited our Medical TPA. We hire a consultant, separate from our benefit broker to conduct audits.
6	Please describe what services you would be looking for as it relates to templates for benefit related policies and procedures	We would like broker to provide sample language, or help drafting language when we create/update policies and procedures. An example: Attendance Policy.