



483-2017 ADDENDUM 1

REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR THE DEVELOPMENT OF A COMPREHENSIVE LONG TERM BENEFITS STRATEGY WITH POTENTIAL IMPLEMENTATION, AND TO ACT AS THE EMPLOYER'S REPRESENTATIVE AND ADVOCATE BETWEEN THE EMPLOYER AND THE BENEFITS CARRIER(S), AS WELL AS BETWEEN EMPLOYEES AND THE BENEFITS CARRIER(S)

ISSUED: July 13, 2017
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URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL

THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Ar20160708

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

QUESTIONS AND ANSWERS

- Q1 Given that the City of Winnipeg recently had a change to the service provider for some of the benefits available to employees (following a competitive bid process), what is driving the current need for a "review of the relationship between the City and her Benefit Carriers"?
- A1 The City only put out a portion of the benefits for RFP in the past. (Employer 100% funded) We currently have two benefit providers and are looking at best practices with respect to benefits.
- Q2 Does the City have a current benefits consultant for the plans included in this RFP, and if so, for how long has that consulting relationship been in place?
- A2 The City does not have a benefits consultant yet for this RFP which is why we have put this out for RFP. The previous benefit consultant was Hub Strata.
- Q3 In the strategy development (phase 1), how will decisions be made on changes to the benefits? For example, will employees be surveyed for their input, will a benefits committee be established, etc.?
- A3 The purpose of this RFP is to have experienced benefit consultants to guide the process and provide industry best practices. That decision will be part of each proponent's package.
- Q4 A number of the Services required in both Phase 2 and Phase 3 are administrative in nature, and would typically be undertaken by the benefit carriers or a third party administrator (as opposed to a benefits consultant). For example, items (d) to (o) in Part E2.3 and item (b) (ii) in Part E2.4. Please confirm whether the benefits carriers and/or a third party administrator are currently performing these services.
- A4 As indicated in the RFP, we are seeking both the experience of a benefit consultant who can also manage the Administrative Role for the term of the contract. Consider this a combined role for the successful proponent. Currently, we have nobody hired to act as a third party administrator.
- Q5 Part B21.1 requires that the Proponent shall "have or establish and staff an office in Winnipeg for the duration of the Contract". Does this require that all Key Personnel for the project be based in the Proponent's Winnipeg office?

- A5 This does not require that all project staff need to be in the Winnipeg Office. However, there must be some expertise locally to be involved in the occasional meetings that are held including participating in bargaining (for benefits) as required with eight collective agreements.