



## CITY OF MISSION

*"Home of the Grapefruit"*

September 14, 2020

RE: **Addendum No. 1/ RFB 20-323-09-17 Agent of Record**

Dear Prospective Bidder:

The following is to be corrected/added/changed/clarified: Changes are marked with a vertical line on the right-hand side.

a. This addendum is being provided to all bidders.

b. Question: Regarding commissions, what is the current PEPM that is paid?

**Answer: We are not releasing the actual commission as part of this RFB as we are currently in the solicitation/procurement process and we are soliciting for competitive bids. However, we are providing you a range of \$2.00 - \$6.00.**

c. Question: Is there a percentage of stop loss that is paid as a commission? If so, what is that current percentage and what are the current premiums for aggregate and individual stop loss through BCBS?

**Answer: This RFB is strictly for Agent of Record services for Third Party Administrator.**

d. Question: Is there a consultant that will be evaluating these responses?

**Answer: City Staff will be reviewing responses.**

e. Question: What date is Open Enrollment tentatively scheduled for since this is a 10/1/2020 effective date?

**Answer: Open Enrollment has already been conducted and the open enrollment period has ended.**

f. Question: Is the AOR only for medical and not voluntary products:

**Answer: Yes**

- g. Question: Do your voluntary products have the same effective date? If so, who is the current Agent of Record?

**Answer: This RFB is strictly for AOR services for Third Party Administrator**

- h. Question: On page 11 of the bid regarding renewal terms, is the percentage provided the percentage increase of the PEPM rate?

**Answer: Yes**

- i. Question: Can you tell me who the current adviser of record is? How long have they been the advisor, and what are their current flat fees are, or are they commission based?

**Answer: The current Agent of Record is GEF Financial and they have been the AOR since 2011. They are commission based, please refer to previous page.**

- j. Question: Can companies from Outside USA apply for this?

**Answer: The bidder must be available locally. We need local representation to be able to service us as per Scope of Service listed on RFB.**

- k. Question: Do we need to come over there for meetings?

**Answer: Yes. We require local representation for meetings, orientation, health fairs, open enrollment, and any other events scheduled.**

- l. Question: Can we perform the tasks (related to RFB) outside USA? (like, India or Canada)

**Answer: No.**

- m. Question: Can we submit the proposal via email?

**Answer: No, As per RFB, all bids must be submitted by mail. Please refer to page 1 of RFB.**

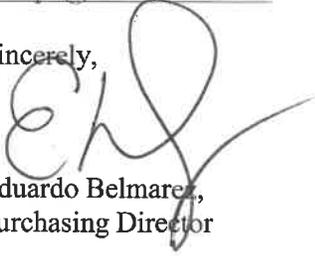
- n. No additional questions will be entertained.

- j. The bid due date has not changed. The date for receipt of bids is Thursday, September 17, 2020 at 2:00 P.M. CST.

**NOTE: This form must be completed and submitted with your bid response. WARNING: Failure of an Offeror to acknowledge receipt of this Addendum, as described herein, may result in REJECTION OF THE OFFER.**

We apologize for any inconvenience this may have caused. Authorized signature is needed. Everything else shall remain the same. If you have any questions, please email Contracts Administrator, Edgar Chapa, at [echapa@missiontexas.us](mailto:echapa@missiontexas.us).

Sincerely,



Eduardo Belmares,  
Purchasing Director

\_\_\_\_\_ Acknowledge receipt of Addendum No. 1  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company Name