



RFP No. 2016-2 Questions & Answers

1. Is GCS looking to obtain FMLA administration and onboarding services as part of this RFP?

No. The RFP is only looking to obtain the services of a Qualified Broker to manage & coordinate voluntary employee benefits as well as provide guidance in addressing issues related to the Affordable Care Act (ACA).

2. For the references section, is the RFP asking that the references submit a letter of recommendation in a sealed envelope at the time the response is provided? Or would they be contacted at a later date to provide the written testimonial? And, are you asking for three total – any combination of carrier / client / personal?

The recommendation letters do not have to be submitted with the proposal, but must arrive by the proposal submission deadline. Submissions should include one letter of recommendation from each – carrier, client, & personal.

3. Did your incumbent insurance broker assist you with compliance including print and mail of the Forms 1095 to employees?

The incumbent insurance broker provided guidance in meeting the mandates of the ACA, but did not assist with distribution of Forms 1095.

4. What was GCBE's responsibility in preparing and distributing Forms 1095 to employees?

We provided a file of our payroll/insurance records to Arista Consulting who reconciled those back to ADP files and called up with discrepancies. We chose to print the forms here and distribute them to our employees.

5. How much time was required of GCBE staff to complete the process?

Too many hours to count. Substitute teacher hours were not consistently tracked throughout the year and complicated completion of the process.

6. Did GCS pay fees for Forms 1095 service and to whom?

Fees were paid to Arista Consulting in the amount of \$4,375.

7. How would you evaluate the outcome of the Forms 1095 process?

Excellent service, forms completed timely with minimal errors.