**RFP 19-22 Insurance Brokerage Services**

**Questions and Answers**

1. What is the current meeting frequency and location? As needed, typically 6 times a year and we meet here in San Bernardino at the Justice Center.
2. Do you benchmark your plans, if so with what organizations? Yes, against other Courts in surrounding areas and the County of San Bernardino.
3. What benchmarking surveys does the Court participate in? Current broker conducts all benchmarking surveys.
4. Who is on the EBAC? See Attached.
5. How often does the EBAS meet? As needed, typically 6 times a year.
6. Does the Court use a template for RFPs? Yes.
7. Does the procurement process typically include a court “separate review committee” or the EBAC? EBAC reviews and makes recommendations of health plan RFPs to the Executive Team who then take their decisions to the Judges Executive Committee.
8. Does the court currently have Performance Standards in place with their vendor? Yes.
9. What was the most recent implementation? And what were the challenges? 2018, Communication to employees and electronic submission of eligibility information from payroll system to new vendor(s).
10. When is Open Enrollment conducted? November.
11. What assistance does your Broker provide? See Exhibit A.
12. Does the Court conduct employee surveys? Yes.
13. If so, does the Broker do this or does the Court? The Court works in conjunction with the broker.
14. When was the most recent survey and what was he results? The most recent survey dealt (January 2019) with stand-up work stations (in regards to Wellness) and the results are currently being reviewed as to whether or not the Court feels they should move forward.
15. Does the Court use a Benefits Administration system? If yes which one? Benefit administration is done through our payroll system which is a SAP product.
16. Does the court have a wellness program, if yes, please describe? The Court has a Wellness Committee and our program is in its infancy. The Committee has offered some wellness platforms, we have an intranet page and a weekly wellness item in an email brief.
17. What is your benefits plan FUNDING? No plans are self-funded.
18. What is your current enrollment by plan, by tier?

|  |  |
| --- | --- |
| **General** | **Subscribers** |
| EE Only | 459 |
| EE + Spouse | 145 |
| EE + Child(ren) | 153 |
| Family | 184 |
|  |  |
| **Exempt** |  |
| EE Only | 28 |
| EE + 1 | 21 |
| EE + 2 or more | 30 |
|  |  |
|  |  |
| **Waives Coverage** | 18 |

1. What are your current costs, and contributions? See Attachment 1.
2. Who is your current broker? USI Insurance Services.
3. How do you pay your current broker? And how much? You will need to submit a public records request for this information at prr@sb-court.org.
4. What is the last time you conducted a HIPAA risk analysis? Unknown.
5. When does your NEW PLAN YEAR start? January 1.
6. What is your population demographics?

 # FT benefited employees FT-1,030

 # PT benefits employees PT-8

 # Retirees Retirees-49

 # COBRA COBRA-7

1. When was the last time the Court issued an Insurance Brokerage Services RFP for your employee benefits program? 2015.
2. Was a consultant/broker change made from this RFP? No.
3. Who is the current employee benefits consultant/broker? USI Insurance Services
4. How long has the Court been with your current employee benefits consultant/broker?  8 years.
5. What are the major planned (desired?) benefits activities for 2019 and 2020? RFP and possibly offer, based on results from RFP,  voluntary supplemental insurances (e.g., accident, pet, identity theft) and expanding (jump starting) our wellness initiative
6. What are the main struggles/concern the Court has with regards to Employee Benefits? Cost containment and education to employees
7. What does the Court currently do for employee wellness programs? We have a Wellness Committee made up of various court employees in different classifications and districts that administer offering various programs throughout the year as well as a wellness intranet page offering resources and weekly wellness item in an email brief.
8. Is employee Wellness an area the Court would like to focus on in the future? Yes.
9. Is it possible to obtain copies of employee facing communication pieces such as benefit guides and benefit summaries? See attached.
10. Does the Court utilize any HRIS system or online platform to communicate benefits or capture enrollment and eligibility information? Yes.
11. Is the current broker/consultant paid on commission of flat fee?  If commission, what is the total commission the existing broker/consultant receives for the Court?  If flat fee, what is the total annual fee the Court pays the existing broker/consultant? You will need to submit a public records request for this information at prr@sb-court.org.