

**Employee Benefits Consultant
Woodland Park School District**

Submitted Questions

1. Is there an intent document a Vendor is to complete and send to WPSD notifying of the Vendor's intent to respond to the RFP?
There is not an intent document to be completed. Receipt of inquiry may be used as a Vendor's intent to respond. In all cases, the proposal date will be November 14, 2022 at 2:00pm
2. Is there a Union within the District?
The Woodland Park Education Association is the recognized negotiating representative of certified and classified staff.
3. If there is a Union, does their contract align with the District's benefits renewal date? Any details on how the Union's contract requests interact with the District's renewal process?
Woodland Park School District does not operate with a collective bargaining agreement. We are an interest-based organization that agrees upon a Conditions of Employment. The process used with this relationship is not dependent, nor typically, involved with the WPSD benefits renewal process. An advisory committee is formed for the purpose of employee benefits renewal.
4. What carrier provides vision insurance?
WPSD currently uses VSP for our vision insurance. It is an "opt-in", employee covered benefit.
5. Do the 232 subscribers represent total benefit eligibles within the District or those enrolled in one of the benefit plans?
The 232 subscribers represent the total number of staff participating within the benefits program. There are approximately 300 eligible employees
6. Can the wellness policy be shared?
The WPSD Wellness Policy can be found using the following link:
<https://z2.ctspublish.com/casb/browse/woodland-casb/woodland/z20000050>
7. Is the wellness program focused on educational topics to employers or are there incentives for those participating in the District's wellness initiatives or programs?
In our current model, both education and initiatives are used to promote wellness to our staff.
8. What are the main employee benefit goals for Woodland Park School District over the next three years?
The main goals for WPSD over the next three years would be as follows:
 1. Cost containment
 2. Employee engagement in the use of benefits (preventative and cost containment)
 3. Creative benefit plans that can help in employee retention as a part of the total rewards package.
9. Has Wellness or Population Health Management been a focus of the District or something you would like to look at implementing?

Staff wellness (physical, mental, emotional) has been a focus of the District for many years. Recently (last 3 years), WPSD has employed a full-time Staff and Student Wellness Coordinator. This would be a major focus of our total rewards benefits package.

10. Does the District have a set preference on funding options (fully insured vs self-funded) or is this something that leadership and the insurance committee are open too?

In our current financial environment, the District would be open to all funding options while meeting other obligations and regulations.

11. Please confirm the approximate number of benefit eligible employees.

There are approximately 300 eligible employees.

12. Does the District have represented employees or recognized associations under which collective bargaining or additional program communication and transparency is desired?

Woodland Park School District does not operate with a collective bargaining agreement. We are an interest-based organization that agrees upon a Conditions of Employment. The process used with this relationship is not dependent, nor typically, involved with the WPSD benefits renewal process. An advisory committee is formed for the purpose of employee benefits renewal.

13. Are employees who work less than 30 hours per week eligible for benefits?

In general, employees that work between 18.75 and 30 hours per week are eligible for 50% of the employee rate towards the purchase of benefits.

14. Is the District able to provide samples of and/or list/briefly describe current communication pieces that are currently used or desired?

In relation to employee benefits, the communication has been limited to yearly meetings (in-person or virtual) with employees during open-enrollment, posting of benefits descriptions/programs, offered by our carriers, on the District website, and references within the monthly HR Newsletters. In order to increase engagement, a more robust communication plan would be desired that might include videos, newsletters, apps, and other interactive communication strategies.

15. How are benefit enrollments, eligibility, and billing currently handled? If you use a benefits administration platform, how long have you used that system, and what is your level of satisfaction with this system or process?

WPSD does not currently use a benefits administration platform. All processes are handled in-house. Enrollments and eligibility are handled through our HR Specialist and billing is handled through our payroll office.

16. Is COBRA currently administered in-house, by a carrier, by your consultant or someone else?

COBRA is handled in-house in collaboration with our insurance carriers.

17. Please tell us or estimate the number of employees and/or family members that live outside the Kaiser service area?

All current employees live within the Kaiser service area. (approx. 300)

18. We understand that Kaiser medical coverage is most likely offered under an insured program. Please confirm this and also let us know if your dental is also insured or offered under a self-funded program.

Both medical and dental benefits are offered under an insured program.

19. How many (if any) retirees are covered by the District's health benefits? Retirees before Medicare/age 65? Medicare eligible retirees?

We do not cover retirees unless they happen to be a spouse of a covered employee. At that time, the coverage would be applied to the employee.

20. What payroll system do you currently use? Do you plan to use this same system over the next 1-3 years?

Woodland Park School District uses Alio (LINQ) for payroll. At this time, we do not have formal plans to change.

21. How do employees currently enroll for new benefits or make changes at open enrollment? i.e. Paper, online enrollment system. If an enrollment system or vendor is used, please tell us which one?

All benefits (new enrollment and changes) are handled via paper through our HR Specialist.

22. It appears as though the benefit Plan Year and the District's fiscal year is July 1 through June 30. Please confirm.

Correct. The Plan Year and fiscal year are both July 1 through June 30.

23. If awarded, what is the effective date of this contract?

Once awarded, it is expected that a transition would begin immediately along with an effective date of January 1, 2023.

24. Understanding that the District has the right to cancel this agreement with or without cause, will this contract automatically renew until replaced, or is there a specified contract term of 5-years or some other period?

The contract for this service will be automatically renewed each year. There is not a set timeframe for going back to an RFP. The decision to go solicit and RFP is a result of many factors including, but not limited to, satisfaction, availability, effectiveness, etc.

25. What program changes do you anticipate or would like to see over the next three years:

- a. Cafeteria Style Benefit Plan Offering - No change anticipated
- b. Choice of more than one Kaiser Medical Plan. - Choice would be dependent on cost containment opportunities to both the District and the employee.
- c. Medical carrier options instead of - or in addition to Kaiser. - Options in addition to Kaiser are welcome. Choice of carrier will depend on many factors (cost, benefits, "extras", etc)
- d. Self-funded or partially self-funded medical, dental or short-term disability. - A self-funded option has not been explored. WPSD is open to this option as well.
- e. EAP or enhanced behavioral health services. - Choice of EAP provider depends on cost, benefits and usage.
- f. High deductible health plan with health saving account - No changes anticipated.
- g. Vision or other new lines of coverage? - No changes anticipated. However, any addition to the total rewards program will be evaluated.
- h. Other:

26. The amount of work we devote each year and the kinds of subject matter experts that we assign is often defined based on how often an RFP like this one will be used. Thank you

for helping us by telling us in what year the District anticipates the issue of an RFP for medical and other lines of coverage, and the approximate year which the last RFP was issued:

| Coverage | Year of Last RFP | Year of Next RFP |
|--|------------------|------------------|
| Medical | FY21 | FY23 |
| Dental | FY21 | FY23 |
| Vision | FY21 | FY23 |
| Life | FY21 | FY23 |
| Accidental Death & Dismemberment | FY20 | FY23 |
| Short Term Disability | Unknown | |
| Long Term Disability | | FY23 |
| Voluntary worksite benefits such as accident, critical illness, hospitalization, etc | FY20 | FY23 |
| Account based plans such as HRA, HSA or FSA | Unknown | FY23 |
| COBRA or administrative services | Unknown | FY23 |
| Employee Assistance (EAP) | FY22 | FY23 |
| Other: | | |

The previous RFP for an Employee Benefit Consultant was conducted in FY12. The bids placed for each benefit have varied from each fiscal year to 2 year contracts/agreements.

27. Does the current consulting firm provide value-added services in addition to the core services listed in the scope of the work of the RFP? If so, please describe.

The current consultants perform only duties within the scope of this RFP. WPSD and our current consulting firm have enjoyed a close relationship for nearly a decade. This type of relationship focused agreement will be a part of our decisions moving forward. Any value-added services should be clearly presented.

28. In what year were your benefit programs last benchmarked?

The Pikes Peak Area School Business leaders share benefit benchmarks with each other each year.

29. The District has the ability to opt out of the voter-approved law (CO Revised Statute 8-13.3-501-524) that will provide eligible employees with partial wage replacement for 12-16 weeks of parental and family medical leave. What decisions, if any, has the District made with regards to Paid Parental Leave?

The Woodland Park School District Board of Education is holding the vote on this program on November 9, 2022.

30. Are there any other forms or pages not listed here that should also be included with our response? It appears as though the forms that should be returned with our proposal includes:

- a. One page form at the end of the RFP document
- b. Cost proposal
- c. Three references

The listed documents, in addition to the formal proposal and plan are that are needed to complete the requirements of this RFP.

31. Does the District and the employee benefits consultant hold regular meetings with an employee benefits committee or advisory group? If so, how many meetings are typical within a year?

The consultant attends the annual Insurance Committee meetings (usually 2-3) each spring. In addition, the consultants make themselves available for meetings with HR/Business teams as needed.

32. How many days per year should be reserved for face-to-face meetings with Woodland Park School District, to include meetings with HR, executive groups, committees or advisory groups, enrollment meetings, with your employees, and other constituents?

The number of days will vary from year-to-year. However, it would be safe to reserve 10-12 days per year for meetings scheduled with the aforementioned groups.

33. What additional services or service enhancements are you hoping to gain because of this solicitation?

The two areas that WPSD hopes to gain from this solicitations are:

1. Employee engagement tools and strategies.
2. In-depth analytics in order to guide data informed decisions.

There is an opportunity to present many service enhancements that will be a part of the overall evaluation and selection.