

ADDENDUM NO. 1

Date: July 25, 2024

**TO: CANYON COUNTY'S REQUEST FOR PROPOSALS
Employee Benefit Brokerage and Consulting Services**

See Attached Exhibit "1," incorporated by reference herein, which consists of Addendum No. 1 to Canyon County's Request for Proposals Employee Benefit Brokerage and Consulting Services.

Approved this 25th day of July, 2024.

BOARD OF COUNTY COMMISSIONERS

did not participate
Commissioner Leslie Van Beek

Brad Holton
Commissioner Brad Holton

Zach Brooks
Commissioner Zach Brooks

ATTEST: RICK HOGABOAM, Clerk

JROSS
Deputy Clerk

Date: 07.25.24

**ADDENDUM NO. 1
OVERVIEW**

Date: July 25, 2024

Employee Benefit Brokerage and Consulting Services

To: All Proposers

PROPOSALS DUE DATE: As stated in the Calendar of Events, Proposals must be delivered to the Clerk, Board of County Commissioners' Office, Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho 83605, no later than 9:00am on August 1, 2024.

1. NOTICE TO PROPOSERS:

A. This Addendum shall be considered part of the original Canyon County, Idaho's Request for Proposals ("RFP") for Employee Benefit Brokerage and Consulting Services issued by the Board of County Commissioners on June 25, 2024.

B. Proposers are hereby notified that they shall make necessary adjustments in their Proposals based upon this Addendum.

C. This Addendum consists of:

Cover Sheet (1 page)
Addendum No. 1 Overview (1 page)
Questions and Clarifications (2 pages)

**ADDENDUM NO. 1
QUESTIONS AND CLARIFICATIONS**

Date: July 25, 2024

Employee Benefit Brokerage and Consulting Services

TO: All Proposers

Proposals Due: August 1, 2024

Miscellaneous Clarifications:

1. The following information, as well as the RFP in Portable Document Format (PDF) will be available on the County website at www.canyoncounty.id.gov.
2. Questions and/or Requests for Clarification that were not submitted in writing and received by Clerk of the Board of County Commissioners via U.S. Mail at 1115 Albany Street, Caldwell, Idaho 83605 or via email at boce@canyoncounty.id.gov pursuant to Section I.G.2 of the RFP are not addressed in this Addendum.

Questions:

Written questions were submitted by:

- Gallagher Benefit Services, Inc.;
- USI Insurance Services;
- OneDigital.

Q.1. What platforms is Canyon County using for payroll and benefit administration?

A.1. ADP

Q.2. Can the electronic (PDF) response be emailed or does it need to be on a thumb drive in the sealed response?

A.2. Canyon County prefers a thumb drive be provided with the proposal.

Q.3. Will Canyon County conduct a finalist presentation prior to awarding the contract or is it solely based on the RFP submission?

A.3. The County's evaluation committee will determine if presentations would be beneficial in their review of the RFP. The RFP may be amended with presentation requirements, if so required.

Q.4. Is a cost/commission figure required in the initial RFP submission?

A.4. Please include cost/commission for each service your firm can provide in your response to the "Fee Information" section on page 9, paragraph J. Cost will be considered as part of the selection process.

Q.5. Will an email with the proposal attached as a .pdf document suffice as a digital copy?

A.5. Refer to answer A.2. above.

Q.6. What is the current broker fee arrangement including the current PEPM and annual fee total?

A.6. There is no current broker fee agreement in place.

Q.7. Is there a multi-year fee agreement that may be in place for future years?

A.7. See A.6.