

COUNTY of KANE
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER

Theresa Dobersztyn, C.P.M., CPPB
Director of Purchasing



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January 22, 2018

ADDENDUM 1

Request for Proposal: #12-018

Title: Health Insurance Broker

The attention of all offerors is called to the following questions received via e-mail before the deadline of January 22, 2018. The answers follow each of the questions.

1. Why is the County putting this work out to bid via an RFP process? **To assure we are getting the best provider for these services.**
2. Is the incumbent consultant permitted to respond to this RFP? **Yes.**
3. How long has the current consultant been providing this service? **Two years plus.**
4. Does the current consultant provide the same scope of services that are included in this RFP? If not, what was added/changed? **Yes.**
5. Has the County had any performance issues with the current carriers/vendors? **N/A**
6. Could you please provide a summary of historical fees paid for this service? **No.**
7. Does the County have a payment preference? (flat fee, commissions, etc.) **The proposer needs to provide their fee base. If both can be provided that is a good approach.**
8. Approximately how many meetings per year has the attendance of the consultant been requested? **Monthly if necessary, quarterly expected.**
9. Can the County provide a copy of the deliverables produced in the last fiscal year for this service? **The deliverables required are in the RFP.**
10. Are we able to include supplemental documents (appendix) to support each section? **No.**
11. Can you confirm the "Proposal Response Form" is the same as the "Offer to Contract Form completed, with authorized signature" as stated on the cover sheet? **The Proposal Response Form was called the Offer to Contract Form on page 1 in error. We require the Proposal Response Form on page 19.**
12. Are 5 copies of the Completed Contractor Disclosure Form (signed and notarized) necessary or is 1 completed, signed and notarized form sufficient? **One original signed and notarized and five copies.**
13. Please confirm 5 copies of the Offer to Contract Form Completed, Proposal

Pricing, References, Certificate of Insurance, and 5 flash drives are to be submitted? **Please submit five copies of our entire proposal along with the original. We only need one pdf copy on a CD or flash drive.**

14. Regarding the Certificate of Insurance, does Kane County need to be listed as Owner and as Additionally Insured? **We need to be listed as Additionally Insured but not as Owner. Why? Those are the requirements approved by our States Attorney.**
15. We just sent in our COI renewal for 01/22/2018, so our Certificate of Insurance will take a couple of weeks to receive. How does this impact the RFP submission? **You may submit a certificate indicating your insurance carrier and current coverages insuring us of your capability to provide us with the required insurance coverages.**

Please acknowledge receipt of this addendum in the space provided on Page 19 of the Proposal document. Thank you for your interest in the Kane County procurement process.

Sincerely,

Maria C. Calamia

Maria C. Calamia, CPPB
Assistant Director of Purchasing