



Questions and Answers
June 29, 2009
Voluntary Benefits Plan
RFP #1850

The bid specifies “non-represented employees,” could you please clarify what is meant by non-represented employees.

Question # 1

Answer: Non-represented employees are those employees who are not represented by a collective bargaining group.

Are there any employer-paid products in place that would overlap with the voluntary benefits requested?

Question # 2

Answer: The City offers a long-term disability insurance plan and an accidental death and dismemberment plan, which are paid by the City. The City also offers long-term care and supplemental life insurances to these employees, but these latter insurances are paid fully by the employee.

Would the City allow each eligible employee the opportunity to sit with an enroller for 5-10 minutes and discuss the Voluntary Benefits being offered, and sign a waiver form if he/she is not interested in applying for coverage?

Question # 3

Answer: There are a large number of employees eligible for this coverage. The City would prefer to have employees attend meetings where the benefits are explained and then if employees are interested, they can sign up to meet with the enroller. The City does not normally require employees to sign a waiver to indicate they do not wish to apply for the coverage.

Which Voluntary Benefits have eligible employees expressed the most interest in?

Question # 4

Answer: Some employees have expressed interest in disease insurance and in short-term disability insurance.

What is the break out of eligible employees by worksite location?

Question # 5

Answer: The chart shows the breakout of eligible employees and locations. It is important to note that several of the locations are on the City Hall campus although in different buildings. The City intends to hold several informational meetings at different locations, but does not intend for the successful Provider to visit each location.



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LOCATION	COUNT
Athletics	3
City Hall	17
Criminal Justice Center	10
Custodial Shop	11
Fire Station 15	3
Golf Shop	2
Pro Shop	2
North Administration Building	7
Joint Shop	6
Parks Operations Shop	1
Recreation Center	28
Utilities Maintenance Center	8
Senior Center	5
Treatment Plant	2
Total	105

What are the differences between non-represented employees and the rest of the employee population? Do the Unionized employees already have Voluntary Benefits? If so, what products and from which carrier?

Question # 6

Answer: Non-represented employees are not represented by a collective bargaining group. They already have voluntary Long-Term Care and Supplemental Life insurances. One Union has an AFLAC plan. One Union has a Unum Short-Term Disability plan. Several Unions have Unum Supplemental Life and Long-Term Care Insurances.

What are the eligibility metrics (minimum number of hours worked per week, waiting period until eligible, etc.)?

Question # 7

Answer: Employees must be considered regular employees, which requires that they must work at least 20 hours per week in a regular position. Employees would be eligible to enroll at time of hire, but coverage would begin the first day of the month following date of hire.



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