

# Waste Commission of Scott County Employee Benefits Consultant Request for Proposals Question & Answers - Part 2

Q1 Is the Waste Commission growing, shrinking, or staying the same?

A1 The Commission has experience significant growth over the past several years. It is our expectation that we will continue to see a small amount of growth but mostly see a plateau over the next few years. Below is a history of our growth in terms of full time equivalents.

	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Permanent Full Time	27	26	25	26	27	29	29.8	29.8	31.8	33.8	39	45	56
Part Time and Seasonal	2.5	3.25	3.5	4.5	4.5	6	6	7.2	9.5	5	5.25	6	9
Total	29.5	29.25	28.5	30.5	31.5	35	35.8	37	41.3	38.8	44.25	51	65

Q2 What is the culture or core values of the Waste Commission?

A2 We strive to be a family friendly work place.

Q3 What are the 5 year goals for the Waste Commission?

A3 The mission of Waste Commission of Scott County is to provide environmentally sound and economically feasible solid waste management for Scott County.

Q4 What is the biggest issue of concern for employee benefits? What is the biggest goal for employee benefits and human resources?

A4 Our goal is to provide a competitive benefits package to our employees while keeping benefits costs under control.

Q5 Is the Waste Commission more risk hungry or conservative?

A5 I believe we are somewhere in the middle.

Q6 Has the Waste Commission ever looked at self-funding or split funding in the past?

A6 We have partially self-funded a portion of deductibles for some time. We have never evaluated a fully self-funded plan or split funding.

Q7 Is this the first RFP for the Waste Commission? If not, how often are RFPs completed?

A7 This is the first RFP the Commission has issued for an Employee Benefits Consult.

Q8 Does the Waste Commission operate separately from Scott County?

A8 Yes, the Commission does operate independently from Scott County. We are a 28E, inter-governmental agency that was established in 1972. Our member governments include 17 communities within Scott County and the County itself.

- Q9 When the proposal says a proposal summary will be published online, what will that all entail? Does the Waste Commission or the broker create the summary?  
A9 This will be a summary created by our evaluation team to present a recommendation to the Commission board.
- Q10 Who is the current broker and how long has the Waste Commission been with that broker?  
A10 The Commission has been using our current broker for approximately 18 years.
- Q11 How was the current broker selected and what does the Waste Commission like about their services?  
A11 We found our current broker through the Iowa League of Cities. We are happy with the services our current broker has been providing. With the extremely rapid growth we have experienced recently, we feel this is a good time to issue this RFP and take a more in depth analysis of our options to provide our employees with quality benefits at the most affordable rates.
- Q12 How does the Waste Commission currently pay the broker? Consulting fee or commissions or both? How much is the broker currently being paid?  
A12 Our current broker is being paid by commissions.
- Q13 How does the Waste Commission identify full time employees vs. part time employees?  
A13 To be eligible for group health, disability and/or life insurance benefits, an employee must occupy a permanent full-time position or a permanent part-time position scheduled to work at least one thousand five hundred and sixty (1,560) hours per year. Coverage is normally effective no more than thirty days following appointment to a benefit-eligible position.
- Q14 Who administers FLEX, FMLA, and COBRA?  
A14 We currently self-administer all of these. We currently have 5 employees enrolled in a Flexible Spending Account. We have had 3 COBRA enrollees in the past 10 years.
- Q15 Of the 54 employees how many are on the health plan?  
A15 We currently have 43 employees on our group health plan, 9 employees who have waived coverage, and 2 open positions.
- Q16 Has the Waste Commission reviewed benchmarking or additional services in the past?  
A16 No we have not.
- Q17 Who is involved in handling the benefits once a broker has been selected?  
A17 Kathy Morris, Director; Bobbi Draheim, Administrative Services Coordinator; and Tina Ganzer, HR Specialist
- Q18 How frequently does the Waste Commission meet with the current broker? How often would it be preferential to meet?  
A18 Currently we meet one or twice per year, typically at renewal time. We would prefer to meet often enough to accomplish our goals. Initially this will probably be more frequently, perhaps as often as once per month. Long-term, I think we could accomplish our goals with less frequent meetings.
- Q19 How does the Waste Commission currently keep up to date on compliance regulations?  
A19 Our current broker helps keep us up to date with regulation changes.

- Q20 Does the Waste Commission have any current wellness programs in place? If so, please provide a brief description of the program and how it is performing.
- A20 The Commission currently has a Wellness Committee. We offer annual biometric screenings, reduced rate memberships to the YMCA, and reimbursements for purchase of fitness equipment, weight control programs, and fitness events.
- Q21 Does the Waste Commission have an employee handbook? If so, please share a copy.
- A21 Our employee handbook includes policies and benefits information. Attached is our: Personnel Policy, Benefits Enrollment Guide, and other benefits information available in our handbook.
- Q22 How does the Waste Commission currently handle questions that Human Resources may have?
- A22 We contact our broker or the carrier directly depending upon the question.
- Q23 Please provide the following documents:
- Detailed census of all eligible employees including date of birth, gender, coverage elected, zip code, covered dependents including the dependents gender and date of birth.
  - Summary of Benefits Coverage (SBC)
  - Current communication booklet or pieces that is given to new hires or during open enrollment.
  - Current premium rates from the carrier for each coverage line.
  - Employee contributions – please advise what the employees are paying if they elect a line of coverage.
  - Voluntary lines of coverage plan documents including dental, vision, life, etc.
- A23 Attached is our: census, SBCs, and enrollment guide book. Our current premium rates are based upon the age of each employee and dependent as well as which plan the employee selected. Employee contribution rates can be found in the enrollment guide book.
- Q24 Would the team from the Waste Commission be able and/or willing to visit our office to see first-hand the culture and people that make us unique?
- A24 The team may arrange presentations and/or conference calls with representatives of the companies whose proposals are deemed to be within the competitive range. The purpose shall be the clarification of any aspect of the proposal that is deemed to have a material bearing on arriving at a fair determination of which proposal offers the best overall value/service. In addition, each Proposer deemed to be within the competitive range may be invited to submit a “best and final offer” if such seems appropriate under the clarifications issued to the provisions and specifications of this solicitation.