

RFP HR-2021-07 Group Benefit and Insurance Plan Provider
Addendum - 8 December 2021

The following charts provide the Company's response to proponent questions and requests for clarifications. Note that some questions have been edited to improve clarity.

General Questions			
#	Question	RFP Section Reference (Where Applicable)	Company Response
1	Will the Company reconsider the 100 page limit to a proposal?	Section 3.2.1 Proposal Format - General (page 15)	The Company will only accept proposals (excluding pricing schedules and financial questionnaire) that remain within the 100 page limit.
2	Are there any specific reasons for the marketing?		The marketing exercise is being conducted as part of Company due diligence, to ensure that premiums are priced competitively and fairly to the market, relative to Company demographics, experience, and plan design.
3	How many contracts will be required?		One main service agreement will be issued. Each of the Company's three divisions will have separate plan design policies attached to the main service agreement.
4	Is there a maximum file size (MB, KB) to transmit a proposal submission to the Company via e-mail?	Section 3.2.2 Proposal Format - Technical Issues (page 16)	Each electronic document should not exceed 15 MB in size; information may be split up into separate documents if necessary. The Company's email server will allow a maximum file transmission size of 30MB per email.
5	Basic Life, Dependant Life, Optional Life, AD&D, Business Travel, LTD and STD came in a separate spreadsheet than Extended Healthcare, Dental and Emergency Travel Assistance. Is the Company asking for two separate quotes? Is there a possibility that these benefits will be placed with separate providers?	Schedule 1 Scope of Work (page 27)	The Company would like separate quotes for Group A and Group B benefits. Through the evaluation process, additional points will be awarded to proponents who submit proposals for both Group A and Group B. However, the Company may award Group A and Group B benefits to separate proponents, even if proposals are received for both benefit groupings. Submission of a proposal will confirm acceptance of this possible outcome.
6	Which of the plan designs/booklets provided refer to the Old Port of Montreal Corporation Inc.?	Pricing Schedules and Plan Specification File (Confidential Information)	Any reference to "SVPM" relates to the Old Port of Montreal Corporation Inc. The French translation of Old Port of Montreal Corporation Inc. is Société Vieux Port de Montreal ("SVPM").
7	What is the Company's preferred renewal notice period? (ex. 60 days, 90 days)	Schedule 1 Scope of Work - Renewal and Annual Financial Preparation	Renewal notification shall be provided to the Company with a minimum of one hundred and twenty (120) days' notice.
8	What is the administration basis? Head office billed? Self administered? HRIS feed?		The Company is currently head office billed, and requires monthly billings from the provider which will be paid by each division separately.
9	Please confirm that all employees are covered by the appropriate Workers Compensation Board.		The Company confirms that all employees are covered by the appropriate provincial Workers Compensation Board.
10	Is the expectation that proponents provide responses to questions (where applicable) within the cells in the existing table format of the RFP, or can we convert the questions to a non-table format?	Section 3.2.2 Proposal Format - Technical Issues (page 16), and; Section 3.3 Stage II / Stage III Rated Information (page 18 to 41)	Proponents may format their response to all RFP questions in any reasonable manner. The existing table format is not required.
11	Is the expectation that proponents include alternate language within the cells in the existing table format of the RFP, or can we red line Schedule 10 Form of Agreement / Schedule A Scope of Work?	Section 3.2.2 Proposal Format - Technical Issues (page 16), and; Section 3.3.25 Stage II Rated Information, Part C Form of Agreement (page 36)	Proponents may provide alternate language to Schedule 10 Form of Agreement and Schedule A Scope of Work in any reasonable manner. The existing table format is not required.
12	Is the expectation that proponents indicate "yes / no" only within the response, or provide a brief write up on each point from (a) to (k)?	Section 3.3.22. Pharmacy Services - Question 1 (page 33)	Proponents must provide a yes or no response for each point from (a) to (k), and must also confirm whether the strategy is mandatory or optional (where applicable). Providing additional details regarding each drug management strategy is at the discretion of the proponent.
13	Please clarify what is being referred to by "type of disability". We can report on cause of disability, however this will be at an aggregate level - not at a claimant level.	Schedule 1 Scope of Work (page 48) Subsection 3 - Claims Review, Adjudication and Reporting: "LTD claimant listing by type of disability, duration, age, and gender"	The Company requires reporting capabilities regarding the category or prognosis of disability at an aggregate level.

Questions Related to Company Plan Design and Rates

In accordance with section 2.21.1 of the RFP, questions received regarding plan design / rates and the Company's subsequent response, is considered Confidential Information and will be released by email to proponents who have returned the required Non-Disclosure Agreement.