



**SPECIAL ADMINISTRATIVE BOARD OF THE TRANSITIONAL SCHOOL  
DISTRICT OF THE CITY OF ST. LOUIS**

Purchasing Department  
801 North 11<sup>th</sup> Street  
Saint Louis, Missouri 63101

**RFP# 011-1718 Voluntary Benefits**

**ADDENDUM No. 1 – BID CONFERENCE QUESTIONS AND ANSWERS**

1. Please confirm the preferred effective date.  
**Response: TBD.**
2. Is St. Louis Public Schools using a consultant or broker? (The questionnaire shows a broker logo in the top left corner.)  
**Response: Yes.**
3. Please confirm you requesting quotes on Accident, Critical Illness and Hospital Indemnity benefits.  
**Response: Specifically, Hospital Indemnity, but will consider these other coverages as options.**
4. Are you interested in quoting any other Voluntary Benefits in addition to Accident, Critical Illness and Hospital Indemnity (e.g., Whole Life, Legal Plan, etc.)?  
**Response: No, not at this time.**
5. Do you currently have voluntary benefits in place (Accident, Critical Illness and Hospital Indemnity)? If yes, will the current plans be grandfathered?  
**Response: No.**
6. Can you please share St. Louis Public Schools' objectives in procuring these specific benefits and expanding its current benefits offering (e.g. healthcare strategy, changes in medical, retention and/or attraction of talent, employee engagement, etc.)?  
**Response: To relieve the financial burden that an employee may incur with an unforeseen event, i.e., accident or illness.**
7. If current plans exist, can you please provide current booklets for each current plan in the quote request?  
**Response: N/A.**
8. Will MetLife's standard plans be accepted or are you looking for specific plan design features?  
**Response: Standard plans or options you offer.**
9. Please provide a census file that includes the run date as well as the following key information:
  - Gender
  - Zip code
  - Date of birth
  - Salary**Response: N/A. Only full time Active employees are eligible (approximately 3,600).**

10. If existing plans are in place and a takeover is requested, please also include the following in the census:
- Tier enrollment for each plan (such as Employee Only, Employee +1, Family, etc.)
  - Benefit Amount or Plan Election (Low or High)
  - Employee initial enrollment date
  - Original issue age (if Critical Illness Issue Age is being requested only)
- Response: N/A.
11. If current plans are in place, what are the current rates for each plan?
- Response: N/A.
12. Are commissions to be included in the quotes and/or do you want commissions included?
- Response: Quotes should be net of commissions.
13. To meet your and your employees' needs, are you more interested in rich plan designs or basic plan designs with lower rates?
- Response: Basic plan designs with lower rates.
14. Will the voluntary benefits be offered at the same time and on the same enrollment platform as the medical plan?
- Response: No.
15. If existing plans are in place, please describe any expectations with respect to taking over the current enrollees.
- Response: N/A.
16. Please describe any anticipated communication campaign to promote participation in the Accident and Critical Illness products.
- Response: TBD.
17. Are you making any major changes to your medical plan?
- Response: No.
18. How many schools are there?
- Response: 63 schools and approximately 4 are included as ancillary locations, i.e., Administration building.
19. Will the voluntary benefits be a secondary stand-alone system or will it link into your current HR system?
- Response: The District needs a way to incorporate the employee deductions into our system, which is SAP.
20. Can you provide the format for the files to be uploaded to the HR system?
- Response: Could be an Excel spreadsheet.
21. Is there a preferred enrollment strategy/communication that the District would like to see?
- Response: Please provide the District all the options you have and include best practices.
22. Is everything payroll deducted, premium remitted?
- Response: Yes.
23. Are value-added services, i.e. tech subsidies/offsets being requested for the integration services?
- Response: Please include Performance Guarantees re: the implementation process, etc.
24. Can you clarify the products being requested?

Response: Specifically, Hospital Indemnity, but if you include other coverages, your quote will not be disqualified.

**End of Addendum 1.**