

## OCA/HR-222 Q&A-1

This is a preliminary Q&A. Due to their complexity, some questions will be addressed in the Q&A that will be distributed at the mandatory pre-bid conference and during the conference as well.

The Mandatory Pre-bid Conference, as indicated on the UCS website, will be held on Wednesday, August 2, 2017 at 2:00 pm.

The location address is indicated in the RFP, on page 6.

Please let me know if you plan to attend in person or by phone.

For those bidders who want to attend by teleconference, the instructions are as follows:

A MeetingPlace conference has been scheduled. Please join the meeting 15 minutes before or after the scheduled start time. Please call:

Phone Numbers:

1-646-386-3535 (Free for IP Phones) + provide Meeting ID: 0305

1-888-795-5787 (US Toll-free/ For non IP Phones) + provide Meeting ID: 0305

1. Several questions about forms and the vendor responsibility questionnaire:

Answers to 1:

Please go to the Document Enclosure Checklist as well as the General Specifications which indicate all the forms and pages you need to complete.

The Request for Bid Form, the very first page of the RFB, must be completed and signed or your bid response will be disqualified.

Attachment I: Standard Request for Bid Clauses & Forms - please submit

p.3 - Non-Collusive Bidding Certificate

p.4 - Corporate Acknowledgment

Attachment I: Bidders don't need to submit the forms about printing and recycling.

Bidders must complete the Vendor Responsibility Questionnaire. We recommend that Bidders file a Vendor Responsibility Questionnaire electronically with the NYS Comptroller's Office (OSC) VendRep System. See Attachment III for information on contacting OSC. If you don't file electronically you may include a paper Questionnaire with your bid response.

Question 2:

When does the coverage start? Please confirm what the plan effective date will be.

Answer 2:

Coverage will start on or about the NYS Comptroller's Office approval of the awarded contract.

## OCA/HR-222 Q&A-1

### 3. Several questions about brokers and agents

- a) I am an independent broker working with multiple companies.
- b) I am an agent but I do not get a salary by any of the life carriers. Am I able to quote?
- c) I just received a call from a carrier. They said that I may want to check with you about whether you separate brokers from agents and agents are entitled to a commission or that you pay a fee. Who do I get paid from? You? Carrier? Anybody who wants to?

Answer 3 to a), b) and c):

Please see p. 10 of the bid specifications, V. Pricing, Pricing/Rates : “Bidder shall underwrite the plan without payment of commissions.”

UCS does not pay remuneration of any kind other than the fees for monthly premiums stated in the Pricing Sheet. Nor will UCS pay remuneration, including, but not limited to, commissions or brokerage fees to any third party in connection with the bid or provision of services. The coverage and services required must be provided directly by the bidder. As indicated in the bid, no subcontracting is permitted. Therefore, any entity or agent that does not directly provide such coverage or services, and is otherwise not itself able to directly meet all the bidder requirements, will not be qualified as a bidder under this solicitation.

Question 4:

What about a carrier that charges the same amount for the premium, meaning that the price is set with or without commission? Can I submit that?

Answer 4:

We cannot advise bidders in advance whether a proposed bid submission will meet bid qualifications. We believe the same are laid out clearly in the bid.

Question 5:

Can you please email me the census data in MS Excel format and a copy of the in-force policy/benefit booklets?

Answer 5:

The census can be provided in Excel. Please see attached. Bidders must not alter, retype or amend any portion of this solicitation, as per the Document Enclosure Checklist, p. 4, and paragraph “Bid Response/Proposal: Original and Copies, p. 22 of the bid solicitation.

The in-force policy/benefit booklet is proprietary and cannot be shared.

## OCA/HR-222 Q&A-1

### Question 6:

Do you have a copy of the Census in an Excel format? Which includes: First, Last name, DOB, Gender, Occupation and Salary Amount.

Answer 6: Please see Answer 5. Names, occupation and salary amount are confidential and will not be provided.

Question 7: Is the Group Life and AD&D employer paid or employee paid?

Answer 7: Employer paid.

### Question 8:

I was wondering if there was any information on the current vendor or pricing?

### Answer 8:

We do not provide prior contracts and pricing during the bidding process.

### Question 9:

Please confirm that you would like 1 original and 3 hard copies of the proposal response.

Answer 9: Yes, one original and three hard copies.

Question 10: Please provide the RFP in word format.

Answer 10: The RFP is available in PDF and will not be provided in word.