



**County of El Paso Purchasing Department**  
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## **ADDENDUM 2**

**To:** All Interested Proposers  
**From:** Blanca Güereca, Procurement Data Analyst  
**Date:** August 18, 2017  
**Subject:** RFP #17-039 Consultation Services for Health and Dental Benefits

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**This Addendum has been issued to notify all vendors of the following questions:**

1. Page 13 of the solicitation contains this verbiage:

### **Commissions**

There is no prohibition against commissions being included in the price of the products offered, however, all commissions, both initial and renewal, must be fully disclosed in the proposal.

The attached Texas Department of Insurance Bulletin summarizes the regulations that govern the proper licensing and conduct of fee based consultants who hold the Life and Health Insurance Counselors license, which is required in order to charge fees for services in lieu of commissions. The rules prohibit consultants from accepting fees and commission for the same services. The current agreement with our firm incorporates the prior proposal submitted by reference, and that proposal and RFP prohibited the acceptance of commissions for services delivered under the current agreement.

Is it the County's intent to consider offers based upon commission as a form of payment, and if so, how will that approach be scored with respect to "price"? For example, an offer could be submitted with \$0 in fees proposed, and compensation would be determined in the future based upon commissions.

(Page 15 also includes commissions as a form of compensation.)

**RESPONSE: Consultant will be prohibited from responding or representing any other vendor who responds to the RFP on County Health and Benefit products and services. Further, consultant will not directly or indirectly receive any compensation (including any rebate, commission, fee, etc) from**

**any insurer, broker, service provider or any other person relating to the County's health and benefit products or services.**

2. The RFP requests copies of the proposal in an electronic format. Will submissions on a USB flash drive meet this requirement? The solicitation requests eight (8) electronic copies. Should eight (8) electronic media with one (1) copy of the proposal on each form of media be submitted?

**RESPONSE: Please submit one (1) original copy and eight (8) separate electronic versions of the complete proposal (CD/DVD/USB-Flash drive) in Word/PDF Format each containing an electronic copy of the response. Electronic copies must reflect the original hard copy.**

3. Is attendance at the monthly Risk Pool Board Meeting required in person? How many other face to face meetings will be expected on an annual basis?

**RESPONSE: Yes. There are several meetings that may come up during the year and it will be upon the County's requests.**

4. The evaluation criteria identifies Support Services as an evaluation criteria. Can you please elaborate on the definition of support services?

**RESPONSE: What type of support services is the agency able to provide.**

5. The RFP title addresses Health and Dental Benefits consultation. Are there other services or programs other than these two (2) that should be included in the services provided?

**RESPONSE: General knowledge of all types of employee benefits.**