

**LAFPP Responses to Submitted Questions**  
**RFP #DCFS21-03 (Health Consulting Services)**

1. Are there any consulting service issues the LAFPP is looking to improve upon with the issuance of this RFP?
  - a. No
2. Over the past three plan years, what was the average number of service/consulting hours recorded to service the LAFPP?
  - a. An average of 175 hours per year was billed to date, over the last three years.
3. What is the average number of total onsite meetings specified by type and quantity (Meetings with LAFPP General Manager, Board, Committees, Retiree Organizations, etc.) the consultant should plan to attend annually? How many hours are each of the types of meetings? Please specify the number of “known” meetings and separately estimate the “unknown” meetings. (Detailed meeting information will allow us to provide the most accurate and competitive pricing.)
  - a. At least 8 Coordinating staff meetings,
  - b. At least 4 Board Meetings per year, approximately 2 hours each
  - c. At least 4 Association coordinating calls
4. When is the last time each of the LAFPP’s benefit plans were competitively bid in a formal RFP process? How often does the LAFPP typically conduct RFPs for each of its benefits?
  - a. LAFPP’s Board-approved plans have yet to undergo a competitive bid process
  - b. LAFPP has yet to conduct an RFP process for health and dental plans.
5. Will the consultant be responsible for drafting a revised Retiree Health Care Plan Document or Wrap Document or only perform consultative and technical reviews?
  - a. The consultant should be prepared to provide a wide spectrum of related services as deemed necessary by the Board.
6. What Open Enrollment support is necessary (e.g., Creating or conducting technical reviews of open enrollment materials, creating and delivering the presentations, etc.)?
  - a. Currently, open enrollment support is not necessary as each of the Board-approved health and dental plan sponsor conduct their own open enrollment. It would only be necessary in the event LAFPP were to sponsor its own health or dental plans.
7. When does the Business Inclusion Program process, utilizing the Business Assistance Virtual Network (BAVN), need to be completed?
  - a. Please refer to item 5.15 of the RFP document.
8. Are the medical and dental plans fully insured or self-funded?
  - a. All health plans are fully-insured with the exception of LAFRA’s Fire Medical PPO plan.
  - b. All dental plans are fully-insured with the exception of UFLAC’s MetLife Direct Reimbursement Dental plan.

9. Under what plans or circumstances are the administrative fees being charged? Could you please provide an example of the administrative fees being charged?
  - a. Each Board-approved health plan administrator includes an administrative fee as part of the premiums charged to members. The amounts are charge either on a per member per month basis or as a percentage of the total operating administrative cost, depending on the Association.
  
10. The RFP indicates “LAFPP is seeking one or more consultants....”, are there multiple consultants currently? If so, does each consultant represent the different associations or by line of coverage (medica or dental)?
  - a. LAFPP currently has one Health consultant, however, in a previous year, the Board implemented a consultant pool of two firms. The work was delineated by project rather than Association or line of coverage.
  
11. How are current members and retirees being communicated with (mailings, emails, etc.) and are the consultants involved in the preparation and delivery of communications?
  - a. Members and retirees currently receive information in many formats and from difference sources based on the nature of the materials. The current health consultant is not involved with preparation and delivery of communications.
  
12. On page 7 – Scope of Service Section 1.4 bullet #7 states “The Consultant will develop, as needed, demographic and other data to equalize the risks represented by age, sex, and health status among competing plans.” Could you please explain what LAFPP means by “equalize” the data?
  - a. LAFPP does not anticipate a need for such services at this time.