



# Rhode Island Airport Corporation

October 18, 2024

**ADDENDUM NO. 02  
Request for Proposals (RFP) No. 35417  
Insurance Brokerage Services (HR & Operations)  
at  
Rhode Island Airport Corporation**

Prospective proposers and all concerned are hereby notified of the following changes in the document(s) related to **Request for Proposals (RFP) 35417**. These changes shall be incorporated in and shall become an integral part of the contract documents.

**Solicitation Timeline Updates:**

- Deadline for Proposals are hereby **extended** from 10/24/2024 3:00PM to: **10/29/2024 3:00PM**
- Interviews (if needed): **11/4/2024 – 11/8/2024** (tentative, subject to change)

**RIAC Responses to Questions submitted in Bold:**

1. Are you able to provide a summary of your current insurance program including estimated premiums by line of coverage?

FY 25 Insurance (June 30, 2024 - 2025)	FY 25 Cost
Property	\$695,900
Aviation Liability <i>Quota Share Structure</i>	\$254,103
Automobile	\$55,960
Mobile Equipment	\$35,333
Hull & Liability	\$54,017
Workers Compensation	\$323,776
Foreign Liability	\$2,500
Cyber Liability*	\$83,340
Premises Pollution - <i>Prepaid 5-yr Renewed 6/2021</i>	\$43,253
Public Officials (Primary + 2 Excess Layers)	\$209,190
Fiduciary	\$8,023
Crime	\$7,844
Underground Storage Tank (UST)	\$1,141
	<b>\$1,774,380</b>



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2. Are you currently receiving brokerage services on a commission or fee basis? Are you able to share the compensation amount or range?
  - a. **The employee benefits broker was paid \$2,500/month.**
3. Would it be possible to extend the due date of the RFP to allow additional time for responses?
  - a. **Please see Timeline updates above.**
4. Are there challenges with your existing brokerage relationship? If so, can you share?
  - a. **RIAC would like to transition toward a digitized workflow.**
5. How many of the approximately 160 benefit eligible employees are enrolled on each coverage (health, dental, short-term disability, long term disability, and life insurance)?
  - a. **Medical Insurance - 116 employees**
  - b. **Dental Insurance - 133 employees**
  - c. **Vision Insurance - 132 employees**
  - d. **Life/Short Term Disability/Long Term Disability/AD&D Insurance – 145 employees**
6. Are dental and vision voluntary or employer paid?
  - a. **Both are employer paid. Employees pay a co-share for dental coverage.**
7. Please confirm the total current total compensation paid to the current broker/consultant and/or confirm budget for scope item #2.
  - a. **See response #2.**
8. With respect to II(n) (With the current broker, RIAC has access to a benefits' enrollment portal which provides a single site for new/current employees to register for the various benefits. RIAC prefers that firms offer a similar solution which should be described in the proposal) - is RAIC willing to pay for the "similar solution" or is the expectation that the broker absorb that cost?
  - a. **Yes, Firms should clearly specify the cost. RIAC's previous broker provided this service at no additional cost.**
9. Why is RIAC going out to bid at this time?
  - a. **Current contracts are expiring.**
10. Who is RIAC's current Broker/Consultants?
  - a. **RIAC's previous employee benefits broker was The Hilb Group.**



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11. What is the current method of compensation to current Broker/Consultant (i.e. fees, commissions, etc.)?
  - a. **See response #2.**
12. What is the total annual compensation amount to current Broker/Consultant?
  - a. **See response #2.**
13. How many active employees does RIAC have? (Not just benefit eligible)
  - a. **On average, approximately 160 total employees.**
14. How many retirees does RIAC have?
  - a. **This information is not part of this solicitation as RIAC does not provide retiree benefits coverage.**
15. What are the renewal dates for each of the plans?
  - a. **Medical Insurance – 2/1/2025 (the 2025 renewal is not part of this current solicitation)**
  - b. **Dental Insurance – 2/1/2026**
  - c. **Life/Short Term Disability/Long Term Disability/AD&D Insurance – 2/1/2026**
  - d. **Vision Insurance – 2/1/2026**
16. How many employees are enrolled in each of the benefit plans?
  - a. **See response #5.**
17. What is the current annual premium on each plan?
  - a. **Approximate based on enrollment:**
    - Medical Insurance - \$2,000,000 annually**
    - Dental Insurance - \$156,000 annually**
    - Vision Insurance - \$16,000 annually**
    - Life/Short Term Disability/Long Term Disability/AD&D Insurance - \$110,000 annually**
18. What is RIAC's current contribution strategy?
  - a. **RIAC does not understand what is being asked in this question.**
19. What system does RIAC use for benefit administration? How does RIAC handle enrollment?
  - a. **RIAC uses Employee Navigator for electronic enrollment.**



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20. Does RIAC currently have a benefits web portal or intranet?
- RIAC uses Employee Navigator.**
21. Does RIAC have an established Benefits communication strategy? If so, what does the strategy entail?
- RIAC's open enrollment is minimal. Benefits information is provided to new hires, during open enrollment and during RIAC's annual Benefits and Wellness Fair.**
22. What are the planned major activities for the upcoming plan year?
- See response #21. RIAC also sends required compliance notices annually.**
23. What are the top 3 Health and Benefit issues facing RIAC?
- COBRA administration,**
  - timeliness of payments to employees for disability claims, and**
  - addressing coverage questions.**
24. The current annual PSA fee for the property & casualty brokerage services is disclosed on page 8 of the RFP at \$48,000 but no such fee is listed for the employee benefits. Could you please disclose the current annual PSA fee for the employee benefits brokerage services?
- See response #2.**

**####END OF ADDENDUM###**