

REGIONAL TRANSIT AUTHORITY

PUBLIC NOTICE

RFQ 2026-013 INSURANCE BROKERAGE SERVICES

Addendum I

Acknowledge receipt of this addendum in the bid submission. This addendum is a part of the Contract Documents and shall be included in the Contract Documents. Changes made by the addenda take precedence over information published at an earlier date.

This addendum serves to respond to vendor questions and clarifications.

1. Section 4.A. states that the Letter of Interest is limited to three pages. Please clarify whether the Letter of Interest constitutes the complete proposal response, including responses to the evaluation criteria, or whether additional narrative and/or supporting materials are expected.

Response: The Letter of Interest does not, itself, constitute a complete proposal response. However, it is acceptable for a vendor to submit a Letter of Interest instead of a separately formatted proposal, provided the letter includes all required information, documentation, and details specified in the solicitation.

2. Please provide a high-level summary of the RTA's current employee benefits program, including plan offerings, enrollment by coverage type, and the current employer/employee contribution approach, if available.

Response: The current benefits program includes Medical/Dental/Vision/FSA/DFSA/Short term and long-term disability/PTO/Vacation/Sick/Retirement/Supplemental life insurance and other supplemental coverages. While the benefit may vary depending on the employee's status, employees are eligible to participate as full-time employees. Medical/Dental/Vision/Supplemental coverages are applicable to the employee and the employee's dependents in most cases. Coverage types include EE, E+S, EE+D, EE+F)

3. Please indicate what internal platforms or systems the RTA currently uses to administer, communicate, and educate employees regarding benefit offerings, such as an HRIS, payroll system, intranet, or benefits administration platform.

Response: Currently, systems used to administer, communicate, educate employees regarding their benefits are ORACLE and the RTA Intranet. We will be moving to HRIS Employee Navigator which will provide the same communication piece.

4. Please confirm whether the RTA currently offers an employee wellness program and, if so, provide a high-level overview of the program structure and employee participation.

Response: RTA does offer an employee wellness program which is offered to all employees. The program entails services through the medical provider United Health Care and offers up to \$300 annually for participation, which is managed by the employee. Employees have the flexibility to maintain their activity through the Wellness app and are not obligated by contractual guidelines and restrictions.

5. Please advise whether finalist presentation dates have been established and, if so, provide the anticipated schedule or date range.

Response: N/A