



RFQ – Employee Benefits Insurance Broker & Consulting Services

Questions & Answers November 22, 2013

1. Please confirm the due date of the RFQ. On the website and the front page of the RFQ it states a due date of December 6' 2013, however, in the RFQ document (page 1 Section II General Instructions) it states a due date of December 16' 2013.

Due Date is Friday, December 6, 2013

2. Regarding the 30 page limit, we respectfully request that appendices and sample items also be excluded from the 30 page limit. For example, our financials are requested to be provided but are approximately 20 pages. We would like to include this and other requested materials in an Appendices section that would not count against the 30 page limit.

Appendices and sample items may be excluded from 30 page limit.

3. Please confirm that the due date is Friday, December 6, 2013 by 12:00 p.m. (Under General Instructions, it states Monday, December 16th, 2013 at 4:30 p.m.)

Please answer to Question 1.

4. Are the 30 pages front and back meaning there could be potentially 60 pages or 15 pages double sided?

Front and back.

5. Is the page requirement include any samples of materials?

Please see answer to Question 2.

6. Top of page 9 regarding Cost/Pricing information. It states: "With this description, please include an explanation as to how the firm would provide SCUSD with the best price at the time of negotiations". Is this referencing an Agreement between the District and the broker/consultant or the District and insurance carriers/vendors?

Agreement between the District and the Broker/Consultant.

7. Evaluation/Selection Procedure. Is the "pre-established criteria" available? If so, please provide a copy or outline of criteria and the available scoring.

The pre-established criteria are listed under "Evaluation Criteria" on pg 10.