

## QUESTIONS AND ANSWERS

1. Under Main Proposal Requirements, you mention in #2, “rates should be net of commission”. Can you confirm you are referring to broker commissions?  
**Yes, broker commission**
2. There is no enrollment platform mentioned in the RFP. Is it the group’s preference to use the vendor’s enrollment system? If not, can you confirm what enrollment platform the group wants to use?  
**Phoenix is the system which is an SAP product and Shared Services administers the system that allows for employee self-service enrollment. It is not mobile-responsive.**
3. The RFP is requesting 0% commissions, but the Strategy memo has 1.1% listed. Is the 1.1% referring to the medical or is it to be included on the CIPP quote as well?  
**Each RFP is separate and commission do not apply for all plans. Please only add commissions to the specific RFP that requests the information.**
4. Do you know what the PW is for the CIPP census? \*This is not absolutely needed as I can use the life census for eligibility.  
**The password was provided when the RFP was released. I will email it to you.**
5. I just want to give you a heads up that I do not think we bill on a bi-weekly (26 week) basis. I believe that we only bill monthly. I do have a note in the questionnaire to check with billing regarding this request. Also the proposal will be proposed as monthly rates, not bi-weekly.  
**Please note this in your proposal response and include the formula and rounding criteria to convert your monthly rates to bi-weekly. This step will allow for an "apples to apples" cost comparison.**