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April 25, 2022

**Addendum Number 1**  
**Request for Proposals No. 21-24-209691**  
**Benefits Consulting Services**

**This Addendum is being issued to provide information as follows:**

1. The Proposal Due Date is changed to 3:00 pm, May 9, 2022, Alaska Time.
2. All questions must be made in writing and received at ARRC's offices by 4:00 pm, April 29, 2022.

**Questions & Answers**

3. Q: On page 21 of the RFP, there is a question related to Data Conversion costs. Can you clarify is this asking for costs related to the data conversion tool or something different?  
A: Data Conversion Costs, for purposes of this reference, refers to the costs to transfer the data from the current contractor to your firm. For example, the transfer of the information in the data warehouse to your system. Any one-time costs that are not included in the annual fee.
4. Q: The RFP states an original copy of the proposal must be mailed to the railroad at the Ship Creek address; since we are in Anchorage is it acceptable for us to deliver a copy to this address?  
A: The proposal shall be submitted by DropBox per RFP instructions. It is preferred that the hard copy of the proposal be mailed; however, if your firm would like to hand-deliver their hard copy, you can contact the Contract Administrator to make arrangements 24 hours prior to due date and time.
5. Q: To allow us to provide a thorough response to your proposal, would it be possible to extend the submission deadline by 5 business days to May 9th?  
A: See Item #1 above.
6. Please confirm the 20-page maximum is not applicable to our response to the statement of qualifications and narrative on each evaluation criteria.  
A: Reference Section B, Proposal Information, Conditions & Instructions, Item #8,

“Proposals shall have a maximum of twenty (20) pages. Page count does NOT include the 2-page cover letter, the questionnaire response, resumes, or the requested sample documents.”

Your response to the evaluation criteria is limited to twenty pages except for those items listed as not included in the page count.

7. Your RFP states one of the reasons for this solicitation is to “Improve ARRC benefit programs integration into the corporate strategic plan.” Can you provide a description or a copy of that strategic plan?

A: The ARRC 2018-2023 Strategic Plan, Addendum 1, Attachment 1, is attached.

8. Does ARRC use an employee benefits enrollment tool? How are enrollments captured at open enrollment and throughout the year?

A: The railroad does not have an open enrollment tool. For open enrollment, we mail to the employee’s home address a packet of information. Once the employee’s form is returned to Human Resources, we manually enter the information into our HRIS.

9. Data Analytics is called out as an area of interest, can you share more information regarding the current state of analytics and whether there is a data warehouse or platform in place? Additionally, does Alaska Railroad Corporation have analytics resources internally that will act as users of the platform? Or is this a function that is driven by the consultant?

A: The current benefit consultant has been loading the railroad’s claims history into their data warehouse. We hope that the current data can be loaded into the successful vendor’s system. The data analysis will be primarily driven by the consultant in response to questions from the railroad and state and national legislative/regulation changes.

10. Is there a broader interest in analytics associated with People Analytics, including traditional HR metrics, diversity, equity and inclusion and other reporting?

A: The primary interest with predictive modeling is to identify which member could be on the verge of developing a chronic condition. Once they are identified, the next step would be to develop interventions that may help turn the course of their illness.

The other interest is to identify the population’s state of health and develop interventions that may help turn the course of the population’s state of health.

11. What is the ARRC looking to solve for through this RFP?

A: To find the best consulting firm to help the railroad identify opportunities for modernization of the plans, the development of effective communications, data analytics, and cost controls.

12. What are you looking to improve in your current offerings?

A: Ideas for plan options for the next five years and an outline of the path for achieving them.

13. What does the desired state look like in your relationship with a strategic broker partner?

A: We view our relationship with our benefits consultant as a partnership that will, over time, help transform the health plan design and identify ways to transform the health of the railroad's population.

14. We did not see this in scope in the RFP, but we would like to confirm that actuarial valuation for the frozen retiree plan is indeed not in scope.

A: The actuarial valuation for the retiree health plan is **not** part of this RFP.

15. What Benefits Administration tools does ARRC currently have in place today?

A: ARRC does not currently have any tools in place.

16. Are you able to share what you currently pay for the services as a monthly fee or annual retainer?

A: ARRC will not be sharing the current contract rates at this time.

All other terms and conditions remain unchanged.

Acknowledge receipt of this and all addenda in your firm's Service Bid Form (Form 395-0129).

Sincerely,

*Michele Hope*

Michele Hope  
Contract Administrator