



**Rhode Island Turnpike and Bridge Authority**  
P.O. Box 437 | Jamestown, Rhode Island 02835-0437

January 18, 2024

**ADDENDUM NO. 01**  
**Request for Proposals 24-01**

**Human Resources Insurance Brokerage and Related Services**

Prospective Proposers and all concerned are hereby notified of the following changes/comments related to the Request for Proposals (RFP) document 24-01. These changes/comments shall be incorporated in and shall become an integral part of the RFP.

**Below are questions posed by Prospective Proposers along with RITBA's response:**

1. Who is the Authority's current broker? For how long?  
***Gallagher Benefit Services has been our broker for approximately six (6) years.***
2. What is the total amount of annual compensation paid to the current broker from all sources for the requested scope of services?  
***In FY23, the total compensation paid to the broker for Medical, Dental, Vision, and Life Insurance was \$17,353.***
3. Does the Authority prefer a fixed annual fee or a commission-based fee proposal?  
***RITBA will accept a fixed annual fee or a commission-based fee proposal, currently the broker receives a commission-based fee. All commission-based fees must be transparent and reported to RITBA on an annual basis.***
4. Is there a specific budget amount the Authority has allocated for these services? ***No.***



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5. The fee proposal references using plan assets to set the fee. Could you elaborate on this as we don't see the retirement plan as part of the scope of services?

***Please disregard, the retirement plan is not part of the scope of services.***

6. Are you able to provide the RFP in Word format?

***No.***

7. Can you please confirm the number of employees enrolled in the medical plan and in the life policy?

***There are currently 49 employees enrolled in our medical plan, and 68 employees enrolled in our life insurance policy.***

8. Are Union employees covered under this plan or are they in a separate Union plan?

***Union employees are covered under this plan.***

9. Is there a reason why RITBA is going out to "bid", or is it a requirement an RFP be done every number of years?

***As a matter of best practice, RITBA puts out an RFP every 3-5 years.***

10. In reviewing Exhibit B, it appears that there are insurance requirements that would not apply to employee benefits insurance brokerage (i.e. Motor Vehicle Liability). Can you please confirm that all listed insurance policies are in fact a requirement for this RFP?

***Please disregard the requirement for Motor Vehicle Liability Insurance, this is not a requirement for this RFP, and the PSA will be updated.***