

Employee Benefits Consulting Services

Request for Proposal: Questions & Responses

June 25, 2010

- 1. Would it be acceptable if we quoted on an annual retainer basis, to be billed in equal monthly installments, with offsets for commissions received?**

Yes, this is acceptable.

- 2. Knowing that the practice is to use commissions paid to offset against the fees, can you provide an indication regarding the percentage of the current "not to exceed fee" that is offset by commissions paid?**

Minimal commissions are credited to the consultants. They are credited against the cost of benefits rather than used to compensate consultants.

- 3. One advantage we feel we bring to our clients as part of our standard service package is custom communication design work and technical writing for open enrollment and other employee communication needs. This service was not requested as part of the RFP and we are wanted to know if we should include that work as part of our proposal response, based on the work our local team provides our clients.**

Some assistance in this area is expected and including it as an optional cost would be helpful.