



Request for Information #STAR03152019

Issue Date 05/15/2019

To whom it may concern,

STAR Transit is requesting information from organizations that have experience in providing employee benefit brokerage and consulting services. Please note that this is a REQUEST FOR INFORMATION (RFI) ONLY. It is issued for information and planning purposes only and does not constitute a Request for Proposal (RFP) nor does it guarantee the issuance of RFP in the future. We invite your organization to submit information to us by 6/15/2019 for consideration. The goal is to review options and costs for an employee benefit package to be offered to STAR employees. A response to this RFI will mean that your organization will be notified once the project goes out for bid. A description of our organization, information regarding services desired and other pertinent information follows:

Background of STAR Transit

STAR Transit is a recognized leader in providing high quality local and rural community transportation solutions. STAR Transit operates fixed route and demand-response and commuter transportation services.

STAR Transit, owned by the Accomack Northampton Transportation District Commission, is a rural transit system managed by Virginia Regional Transit. Currently the 17 employees (3 full-time and 14 part-time) do not have employee benefits. The company is located at 21250 Cooperative Way, Tasley, VA 23441.

Information Requested Regarding the Following Services

STAR Transit requests information regarding scope of service needed and cost associations thereof to provide a full suite of benefits to include: health insurance, dental insurance, vision, 401K plan, short-term disability, life insurance and accidental death and dismemberment insurance. **Quotes should be presented individually so that the ANTDC board can vote on which to move forward with. Additionally, quotes need to be presented in a format to clearly show the cost to STAR Transit so that a request for funding can be prepared.** Please include information about your organization's capacity to perform and history of performing these types of benefit brokerage related services and support.

In order to simplify the review process and compare organizations submitting information, STAR Transit requests that all responses to the RFI be organized in the manner and format described below and

submitted by hand or USPS marked to the attention of Eric Levdahl, 109 North Bailey Lane, Purcellville, VA, 20132 or via email at eric@vatransit.org in .doc, .docx, or .pdf format:

A. Executive Summary. Please describe how the organization could assist in accomplishing STAR Transit's goals. Also, describe your or your organization's ability to provide benefit options and consulting services. (2 page maximum)

B. Professional Experience. Describe how and why your organization is unique. This should include an explanation of the organization's philosophy, size, structure, and qualifications. (3 page maximum)

C. Team Qualifications. Please identify partners, managers, and in-charge staff who will be assigned to this project should your organization be awarded a project. Please provide brief biographical information that specifically addresses the benefit services to be provided. (3 page maximum)

D. Services.

- a) Provide an overview of your approach to strategic planning.
- b) Provide an overview of your account support and administration services, including enrollment coordination and ongoing support for **STAR Transit** employees.
- c) Describe your capabilities in ongoing plan performance monitoring, plan performance forecasting, claims experience analysis, benchmarking and reporting.
- d) Describe your capabilities in employee communications.
- e) Describe your consulting and educational services in the area of legal compliance.
- f) Describe your use of technology to support online employee services and education.
- g) Describe any additional service options that may be of interest to **STAR Transit**.

E. Anticipated total cost of work described in section "D".

F. Additional Information. Please provide any additional information, not specifically requested, but which you believe would be useful in the evaluation of your organization. (3 page maximum)

Key Contacts

The following are key contacts for information you may seek in preparing your proposal:

Sally Dehler	Phone: 540-338-1610 x 1104 Email: sally@vatransit.org
Eric Levdahl	Phone: 540-338-1610 X 1206 Email: eric@vatransit.org
Phil Thompson	Phone: 540-292-1668 Email: phil@vatransit.org

Requests for additional information and questions should be coordinated through Sally Dehler and Eric Levdahl. They may be reached at the numbers and emails listed above. Please submit the completed information packet to the attention of Eric Levdahl by hand delivery or USPS to: 109 North Bailey Lane, Purcellville, VA 20132 or to Eric@vatransit.org in .doc, .docx, or .pdf form.

Sincerely,

Eric Levdahl
Office of Procurement for STAR Transit
Virginia Regional Transit
109 N Bailey Ln
Purcellville, Va. 20132