Insurance Broker/Consultant RFP 2026 Questions

1. What is the current fee structure/amount with the incumbent Broker, including any flat fees, commissions, overrides, etc.? We are not providing this information to prospective brokers.
2. Section 3 – Reporting mentions quarterly reports. What is the expectation of meetings (live and/or virtual) over the course of the year? Do you have regular quarterly meetings? Or monthly? Or on an as-needed basis? We have monthly virtual medical committee meetings, which our current broker usually attends. Additional meetings may be required on an as-needed basis. Reporting would be provided monthly, quarterly and annually.
3. Who should we expect to interact with primarily? Is it a small team from HR? Or a broader Healthcare committee? Or a combination of those? For day-to-day interactions, a small team from HR (primarily the Benefits Administrator as the main point of contact). For the meetings, we do have a small medical committee comprised of a member of HR, Union representative(s), administration, and select others.
4. Section 3 – Training. Is this meant to be included in this RFP? It doesn't seem to be relevant. Please clarify. This is intentionally placed in the RFP, as there may be times either the medical committee or HR members will need training on risk assessment for claims liability.