ACKNOWLEDGEMENT
RECEIPT OF ADDENDUM I
City of Mableton Employee Benefits Brokerage and Consulting Services

Please note: This Addendum I justifies RFP 27-08 F.A.Q's / corrections.

Upon receipt of documents, please email this page to:

City of Mableton
Procurement Manager
Email : purchasing@mableton.gov

I hereby acknowledge receipt of documents pertaining to the above referenced RFP.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____

EMAIL ADDRESS: _____

_____ _____
Signature **Date**

The following updates or clarifications are being applied to RFP 27-08

F.AQ's AND SCHEDULE CHANGE

ADD: Schedule Change

Request for Proposal RFP 27-08

City of Mableton Employee Benefits Brokerage and Consulting Services

Procurement Schedule of Events

The schedule below establishes the City's anticipated procurement sequence. The City may revise the schedule by written addendum. Respondents are responsible for monitoring the official solicitation posting for updates.

RFP Event Information	Date	Time
RFP Reissued	10.26.2026	10:45 AM EST
Questions Due	11.09.2026	10:45 AM EST
Addendum Issued if any	11.16.2026	10:45 AM EST
Proposals Due	11.30.2026	10:45 AM EST
Evaluation Deadline	12.14.2026	10:45 AM EST
Interviews or BAFO if requested	TBD	TBD
Notice of Intent to Award	TBD	TBD
Mayor Council Consideration	TBD	TBD

ADD: F.A.Q

'Courtney Howell' via Purchasing
to purchasing@mableton.gov, Jessie

10:50 AM (30 minutes ago)

Good morning,

Thank you for the opportunity to respond to RFP 27-08. Partners Benefit Group is excited to submit a proposal, and we'd appreciate being added to your contact list. We have a few questions that will help us put together the best response for the City:

1. The schedule shows questions due 11/30/2026, which falls after the 11/23 due date. Could you let us know the actual question deadline and when you expect to post answers?

2. The RFP lists proposals due at 10:45 AM on 11/23, while the Georgia Procurement Registry shows 10:40 AM. Which time should we plan on?

3. Is emailing our proposal to purchasing@mableton.gov a complete submission, or would you also like a mailed USB? Is there an attachment size limit, and will you confirm receipt? Will scanned copies of the notarized Exhibits A and C work with an emailed proposal?

4. The RFP asks for pricing and the requirements response in editable Excel. Is there an Excel version of Attachment B you'd like us to use, and what should the requirements response file include?

5. Section 6.1 mentions core services may be paid through carrier commissions. Since the City's plans are through the GMEBS Life and Health Program, does GMEBS pay broker commissions? If not, would you like a flat annual fee paid by the City? We're also happy to show both a commission option and a fee option.

6. The program table in Section 1.1 is mostly blank. Would you be able to share the current lines and carriers (GMEBS and anything outside it), the plan year and renewal date, annual premium by line, enrollment by tier, the benefits administration system, and whether a broker or authorized representative is on file today? The table shows 80 employees. Could you confirm the current eligible count and what you expect once the police department starts in 2027?

7. Section 8.1 refers to a professional services agreement as Contract Exhibit 1, but it wasn't attached. Would you be able to issue it by addendum so we can review it?

We appreciate your time and look forward to working with you.

Thank you,

Courtney Howell
Partners Benefit Group
Office: 229-386-5773
Mobile: 229-256-9192

Good morning,

Thank you for your interest in RFP 27-08 and for identifying these items. We appreciate Partners Benefit Group's consideration of this opportunity.

Procurement will coordinate with Human Resources to address the following through a formal addendum:

1. **Schedule:** Has been updated in Georgia Procurement Registry.
2. **Submission requirements:** Please follow the submittal instructions. You can email or mail the submission. Limit size to fewer than 100 pages.
3. **Editable workbooks:** The City has not issued a separate Excel template for Attachment B. Please recreate its pricing fields in an editable Excel workbook, clearly identifying all fees, commissions, optional services, assumptions, and exclusions. For the requirements response, provide an editable Excel matrix listing each RFP requirement, whether your firm meets it, a brief explanation, and any exceptions. Include references to the corresponding sections of your technical proposal. Keep all pricing information separate from the technical requirements response.
4. **Compensation:** Please submit both a commission based option, if available under the City's GMEBS arrangement, and a City-paid flat annual fee option. Identify all compensation sources, included services, and additional charges. Clearly state any assumptions regarding GMEBS commissions and explain how commissions would offset the proposed fee to avoid duplicate compensation. The City will confirm the permitted compensation structure before award.

5. **Current benefits information:** Coordinate the available carrier, coverage, renewal, premium, enrollment, administration-system, and broker information, including current eligible employees and projected staffing following the 2027 police department launch.
6. **Agreement:** Address the missing Contract Exhibit 1 and make the applicable agreement available for review. Section 8.1 references the Professional Services Agreement that will govern the engagement. The agreement will be provided to the selected proposer following award.