



BID # SYS26-04

ADDENDUM NUMBER 01
REQUEST FOR PROPOSALS FOR:
Benefit Broker Services
Community College System Of NH
06/02/2026

TO: ALL CONTRACT BIDDERS OF RECORD

This Addendum forms a part of the Contract Documents and modifies the Request for Proposals dated May 20, 2026, with amendments and additions noted below. This Addendum consists of a total of three (3) pages.

BIDDER'S QUESTIONS

QUESTION #1: Are the medical plans fully insured, level-funded, or self-funded, and is CCSNH open to funding changes?

ANSWER #1: The health plan is fully insured through Anthem. The dental plan is self-funded. Claims are processed by NEDD, who bills us monthly for actual usage. CCSNH is very open to considering funding changes that would result in cost savings

QUESTION #2: Is CCSNH currently purchasing stop-loss insurance, and can current terms be shared?

ANSWER #2: No, as we are fully insured for medical through Anthem.

QUESTION #3: Are there existing reporting requirements we must replicate or improve?

ANSWER #3: We would like quarterly meetings to review usage, concerns, trends, recommendations, etc.

QUESTION #4: How are current broker fees structured (commissions vs. fee-based), and does CCSNH have a preference going forward?

ANSWER #4: Commissions. Our preference is whatever is most cost effective for CCSNH.

QUESTION #5: Will finalist presentations/interviews be part of the evaluation process?

ANSWER #5: Yes

QUESTION #6: Are there any known workforce challenges (turnover hotspots, retiree shifts, etc.)?

ANSWER #6: The high cost of the NH Retirement Plan and the # of people collecting/eligible. Staff and faculty collective bargaining agreements necessitate negotiating benefits. Current contract expires September 20, 2027.

QUESTION #7: What systems are currently used for:

- o Enrollment?
- o Eligibility management?
- o Payroll/HRIS integration?

ANSWER #7:

- o Enrollment - ADP
- o Eligibility management – HR office
- o Payroll/HRIS integration - ADP

QUESTION #8: Are there any current or recent compliance concerns (ACA, ERISA, COBRA) we should be aware of?

ANSWER #8: No

QUESTION #9: Has CCSNH undergone any recent audits or compliance reviews?

ANSWER #9: Yes, here is the link to audits:

<https://www.ccsnh.edu/about-ccsnh/financials-and-reports/>

QUESTION #10: What are CCSNH's top 3 priorities for the next 3 years?

ANSWER #10:

- o Financial sustainability – To secure resources and develop operational strategies that enable the continued delivery of an affordable, accessible, high-quality student experience and work environment.
- o Employer of Choice – Offer a competitive compensation and benefit package, as well as quality work/life balance, to attract leading professionals in their fields to join CCSNH and contribute to student success.
- o Systemization - Identify and invest in internal collaborative strategies that are forward-looking and can lead to better efficiencies across CCSNH to meet our student service and operational needs. Address the financial impact of program costs across the colleges and develop a financial model supporting shared programming and services.

QUESTION #11: What is CCSNH's annual revenue?

ANSWER #11: FY25, across all funds, annual revenue was \$168.5 million

QUESTION #12: Are there tentative dates for finalist presentations?

ANSWER #12: Finalist presentations will likely take place between 6/24 and 6/26. However, dates may be changed as needed.

QUESTION #13: What are the renewal dates for each current vendor?

ANSWER #13: Medical, dental, vision, life, etc are all January 1 renewal dates.

QUESTION #14: Will the selected broker's relationship be primarily with CCSNH, the individual colleges, or both?

ANSWER #14: CCSNH

QUESTION #15: Are there differences in benefit structure across employee groups (e.g., union vs. non-union)?

ANSWER #15: Not much of a difference but there are slight differences. Confidential employees (executive management) and covered staff have the same benefit structure. The faculty contract is a bit different. Adjuncts and part-time staff are not benefit eligible.

QUESTION #16: Which benefit plan elements are collectively bargained versus employer-controlled?

ANSWER #16: Confidential employees (executive management in the system office and at each college) are 100% employer controlled. Covered faculty and staff benefits are collectively bargained but tend to closely follow (or vice versa) the benefits for confidential employees. Faculty and staff are covered by separate contracts with different unions.



QUESTION #17: When are current union agreements up for renewal?

ANSWER #17: The current contracts expire on September 30, 2027, but we will begin collective bargaining this fall.

**Acknowledge receipt of this Addendum with the Proposal Form.
Failure to do so may disqualify the Bidder.**

NOTE: IN THE EVENT THAT YOUR BID HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN THE ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.

Bidder _____

By _____ Date _____

(This Document Must Be Signed)

Name _____

(Please Print or Type Name)