

**RESPONSES TO QUESTIONS ASKED REGARDING**  
**OHIO TURNPIKE COMMISSION**  
**REQUEST FOR PROPOSALS**  
**FOR CONSULTING SERVICES RELATED TO MARKETING OF**  
**EMPLOYEE GROUP HEALTH AND GROUP LIFE/AD&D INSURANCE**  
**AND OTHER OPTIONAL COVERAGES**

**Issue Date: February 1, 2007**

**Inquiry Cut-Off Date: February 15, 2007**

**Response Due Date: February 22, 2007, 2:00 (E.S.T.)**

To follow are responses to questions asked by companies in receipt of the Request for Proposals ("RFP") issued by the Ohio Turnpike Commission for Consulting Services related to marketing of Employee Group Health and Group Life/AD&D Insurance and other optional coverages. Answers are in *italics*.

1. Why are these services out to bid?

*The services are out to bid because the current consulting contract is due to expire May 31, 2007.*

2. Who is your current broker/consultant and how long have they worked with the Commission?

*Our current consultant is Willis of Ohio, Inc., since 2003.*

3. What were the total fees paid to the incumbent during the last 12 months and what services were provided?

*This information is not relevant to this RFP.*

4. What is the Commission's budget for the services requested?

*A specific dollar amount has not been established. However, the Commission is mindful of costs and is looking for a qualified consultant that will provide services at reasonable rates.*

5. Will there be preference given if the lead consultant is in Ohio versus out-of-state?

*There is no preference given to in-state consultants, however, the Consultant must make the appropriate staff reasonably available when services are needed.*

6. If finalist interviews will be held, when would they occur?

*An interview schedule has not yet been established.*

7. In priority order, what are the Commission's five most important issues with regard to benefits?

*Health insurance cost containment and options for plan restructuring would be primary issues related to health care benefits.*

8. May we obtain copies of the current SPDs or plan descriptions for each plan? If so, how do we go about doing so?

*If you are interested in obtaining Summary Plan Descriptions for each plan, please send a formal, written request to Robin Carlin, Director of Human Resources, Ohio Turnpike Commission, 682 Prospect Street, Berea, Ohio 44017.*

9. Over half of the full-time employees are bargaining unit employees. What unions are involved with your organization?

*Teamsters Local 436 is the only union.*

10. When do the current collective bargaining agreements expire?

*December 31, 2007.*

11. Does the Commission expect to continue to self-fund the health benefits?

*The Commission is open to all available options. This is to be discussed with the Selected Consultant.*

12. Are the two programs (i.e., full-time non-bargaining and full-time bargaining) handled out of two different trusts (e.g., two VEBAs, etc.), or are all assets combined under one? Is the Commission's portion of the costs to provide benefits funded through the general assets of the Commission?

*There is no coverage for part-time employees.*

13. For the RFP process, is it the Commission's goal to place all health related coverages with one organization (i.e., medical, stop loss, dental, prescriptions, vision, etc.?)

*The Commission is open to any and all available options and will make decisions that are in the best interest of the Commission and its employees.*

14. Section V requests fees for services as described within the first two paragraphs of Section II only. Please clarify whether fees for paragraphs three (3) and four (4) should also be provided.

*Not at this time. However, the Commission would expect that hourly rates will not change.*

15. Does the Commission seek assistance with forecasting costs, determining health plan budgets or a contribution strategy?

*Yes.*

16. What is the Commission's travel policy as it pertains to travel expenses?

*See attached.*

17. How long has the current group life insurance policy been in effect with Prudential?

*The contract with Prudential is from November 1, 2004 through October 31, 2007.*

18. How long has the current contract been in effect with MMO?

*The contracts with MMO have been in effect since July 1, 2004.*

19. The last sentence of paragraph 3, Page 4 states that the selected consultant will "assist with on-going Group health insurance contract administration". Is it possible to clarify what would mean? For example, would the consultant be required to field telephone calls or email inquiries from employees regarding claims, eligibility or policy provisions? Would the consultant be expected to resolve these same types of concerns from appropriate personnel at the Turnpike Commission? Conversely, would the consultant only be expected to intervene in "elevated cases", ones that have not been adequately resolved by the carrier?

*The consultant would not be required to field telephone calls or email inquiries from employees. The consultant would, however, be expected to intervene in "elevated cases," in consultation with the Turnpike Commission's General Counsel. The consultant would also be expected to be available to respond to requests for assistance from either of the contract managers listed on page 4 of the RFP.*

20. The Scope of Services does not appear to include Strategic Planning, Regulatory Support, Eligibility and Billing Support or Communications Support. Should the consultant assume services typically offered under these categories will not be included in the project?

*Strategic planning is an expected service or component when evaluating health care options/plans/coverage. Some communications support with the selected health care insurer may also be required during contracting and renewal discussion.*

# OHIO TURNPIKE COMMISSION

## Policies and Procedures for Reporting and Reimbursing Employee Travel Expenses

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Revised June, 2003

I. PURPOSE

1.1 This document outlines procedures and rates of reimbursement to Ohio Turnpike Commission personnel for travel and other expenses incurred for the convenience of the Commission in the necessary conduct of its business.

II. SCOPE

2.1 All personnel.

III. AUTHORITY FOR INCURRING EXPENSES

3.1 All travel expenses must be authorized by the Executive Director or by the appropriate Department Head to whom the Executive Director has delegated such authority.

3.2 The approval of the Travel Expense Record (see attached example) either directly or by delegation of authority provided above constitutes certification of the propriety of all expenses and allowances listed as necessary in the performance of Commission business.

IV. HEADQUARTERS

4.1 The headquarters of an employee is that Commission facility (toll plaza, maintenance building or Administration Building) at which the employee has his or her primary work assignment. All employees who have supervisory responsibility for Districts, Divisions or higher will have their headquarters considered as being the entire length of the Turnpike.

V. IMPLEMENTATION

5.1 Individual Requesting Reimbursement - The request for reimbursement of expenses for amounts expended for goods or services will be made by the preparation of an Ohio Turnpike Commission Travel Expense Record (see attached example).

5.2 Approvals - Requests for reimbursement must bear the approval of the appropriate Department Head prior to the submission for payment through the CFO/Comptroller. The Executive Director, Deputy Executive Director or Chief Engineer must approve a Department Head's requests for reimbursement.

5.3 Timeliness - Travel Expense Records should be submitted in a timely manner upon conclusion of each trip or at least on a monthly basis.

5.4 Payment - Payment will be in the form of an Ohio Turnpike Commission check.

VI. OUT OF TOWN TRAVEL

**6.1** Any out of town travel must be approved in advance by the Executive Director. The employee should request this travel by completing an Out of Town Travel Request form (see attached example), except in those instances where such request is not appropriate.

**6.2** If possible, all such requests should be made at least 30 days in advance to allow the best rates for travel and lodging to be obtained. All air travel (and corresponding lodging) should be arranged through the Executive Secretary.

VII. ALLOWABLE TRANSPORTATION EXPENSES

**7.1** Automobile

- A) An employee will be reimbursed for the use of a privately owned vehicle in carrying out Commission business at the mileage rate approved by the Internal Revenue Service at the time such travel is incurred. Such reimbursement for the use of privately owned vehicles is permissible only if a Commission vehicle is not available and/or such mode of transportation is approved by the Executive Director or appropriate Department Head.
- B) Mileage is payable to only one of two or more employees traveling on the same trip and in the same vehicle. The names of all employees traveling together on the same trip and in the same vehicle must be shown on the Travel Expense Record.
- C) The mileage rate described in subparagraph (A) of this section is meant to cover all expenses incurred in using a privately-owned automobile for Commission business except those items claimed under subparagraph (A) of Section 7.3. No employee may be reimbursed for expenses on the mileage basis unless the employee carries automobile liability insurance.
- D) The following list identifies the centerline milepost location of all Commission buildings. If it is necessary for an employee to use a private automobile for Commission business to travel between any of these locations, the employee will be reimbursed for the calculated distances between the mileposts plus one mile to allow for the use of back gate and access roads:

<u>Facility</u>	<u>Milepost</u>
State Route 49	2.2
Toll Plaza 2	2.7
Toll Plaza 13	13.5
Maintenance Building 1	16.0

VII. ALLOWABLE TRANSPORTATION EXPENSES (continued)

7.1 Automobile (continued)

<u>Facility</u>	<u>Milepost</u>
Indian Meadow Service Plaza	20.8
Tiffin River Service Plaza	20.8
Toll Plaza 25	25.6
Toll Plaza 34	34.9
Toll Plaza 39	39.8
Maintenance Building 2	48.3
Oak Openings Service Plaza	49.0
Fallen Timbers Service Plaza	49.0
Toll Plaza 52	52.6
Toll Plaza 59	59.5
Toll Plaza 64	64.9
Toll Plaza 71	71.7
Blue Heron Service Plaza	76.9
Wyandot Service Plaza	76.9
Maintenance Building 3	79.7
Toll Plaza 81	81.8
Toll Plaza 91	91.6
Erie Islands Service Plaza	100.0
Commodore Perry Service Plaza	100.0
Maintenance Building 4	106.7
Toll Plaza 110	110.2
Toll Plaza 118	118.5
Toll Plaza 135	135.9
Middle Ridge Service Plaza	139.5
Vermilion Valley Service Plaza	139.5
Maintenance Building 5	141.0
Toll Plaza 142	142.8
Toll Plaza 145	145.5
Toll Plaza 151	151.8
Toll Plaza 152	152.2
Berea - Administration Building	159.4
Toll Plaza 161	161.8
Great Lakes Service Plaza	170.1
Towpath Service Plaza	170.1
Toll Plaza 173	173.2
Maintenance Building 6	173.9
Toll Plaza 180	180.3
Toll Plaza 187	187.2
Toll Plaza 193	193.9
Portage Service Plaza	197.0
Brady's Leap Service Plaza	197.0
Maintenance Building 7	198.6
Toll Plaza 209	209.2
Toll Plaza 215	215.0

VII. ALLOWABLE TRANSPORTATION EXPENSES (continued)

7.1 Automobile (continued)

<u>Facility</u>	<u>Milepost</u>
Toll Plaza 216	216.4
Toll Plaza 218	218.7
Maintenance Building 8	228.1
Toll Plaza 232	232.9
Toll Plaza 234	234.1
Mahoning Valley Service Plaza	237.2
Glacier Hills Service Plaza	237.2
Toll Plaza 238	238.7

7.2 Commercial Aircraft

- A) Travel by air must be at the lowest available rate. Whenever possible, tickets should be purchased with Commission airline credit cards by the Executive Secretary. Discount fares should be utilized whenever possible.
- B) The employee is personally liable for any charges assessed or unused travel reservations that are not released within the time limits specified by the carrier, unless the change is approved.
- C) Expenses claimed under this section must be supported by ticket stub, receipt, or similar evidence of expense.

7.3 Other Transportation Expenses

- A) Reimbursement may be claimed for parking charges; ferry and taxi fares; and bridge, highway, and tunnel tolls.
- B) Any other out-of-pocket expenses, such as road service and towing charges, directly chargeable to the operation of a Commission-owned vehicle, incurred while traveling in such vehicle, may be reimbursed subject to approval of the Executive Director or appropriate Department Head.
- C) Car Rentals. When necessary, automobiles should be rented at the lowest available rates and the mileage driven should be for Commission business only.
- D) Each item of expense claimed under this section must be listed on the Travel Expense Record. A receipt is required for each item of expense greater than five dollars (\$5.00).
- E) Parking fines and fines related to moving vehicle violations are not reimbursable.

## VIII. ALLOWABLE LIVING EXPENSES

**8.1** Allowable living expenses consist of those direct expenditures made by an employee in meeting the employee's necessary and reasonable expenses while traveling on Commission business. These living expenses will be reimbursed subject to the limitations described herein. Entertainment, Alcohol and other non-business expenses will not be reimbursed. Unless otherwise noted, a receipt must accompany each allowable living expense in excess of \$5.00.

### **8.2** Meals and Lodging - Overnight Travel Only

- A) Meals and lodging for out of town travel must be within reason based on the purpose, necessity and location of the trip.
- B) Reimbursement for overnight lodging shall be generally authorized only when the employee is more than 50 miles away from the Commission's Administration Building at the conclusion of a regular workday. Exception to the 50-mile requirement may be granted in the event of severe weather.
- C) An employee authorized to travel on Commission business may claim actual costs of meals and lodging for any calendar day during which the employee is on travel status involving overnight lodging. There will not be any per meal limitation for full days of travel but alcoholic beverages are not reimbursable. Meal reimbursements for days of departure and return from trips involving overnight travel are permissible as follows:
  - 1. Breakfast, up to \$9.00, if the employee departs from the employee's residence two (2) hours before regular starting time or returns to headquarters after regular starting time.
  - 2. Lunch, up to \$11.00, if the employee departs from the employee's headquarters before 11:00 a.m. or returns to headquarters after 1:00 p.m.
  - 3. Dinner, up to \$22.00, if the employee departs from headquarters after regular quitting time or returns to the employee's residence two (2) hours after regular quitting time.
- D) All expenses claimed for meals and lodging must be itemized on the Travel Expense Record.

VIII. ALLOWABLE LIVING EXPENSES (continued)

**8.3** Meals - No Overnight Travel

- A) An employee authorized to travel on Commission business may claim reimbursement of expenses incurred for meals during the day of travel not requiring overnight lodging under the following circumstances:
  - 1. Breakfast, up to \$9.00, if the employee departs from the employee's residence two (2) hours before regular starting time.
  - 2. Dinner, up to \$22.00, if the employee returns to headquarters or the employee's residence two (2) hours after regular quitting time.
- B) Generally, expenses incurred for lunches during travel not involving overnight lodging are not reimbursable. Exceptions to this rule include lunches that are an integral part of a conference or seminar (see Section IX below) and certain work-related lunches as approved by the Executive Director or appropriate Department Head.
- C) All expenses claimed for meals must be itemized on the Travel Expense Record.

**8.4** Incidental Expenses

- A) Expenses incurred for fees, storage of baggage, telephone calls on Commission business, and rental of equipment or temporary meeting or office facilities necessary for the conduct of Commission business may be reimbursed. The Commission will pay for one reasonable length call to the employee's home per day when the employee is required to stay out of town. This call should be made during the evening rate period. Expenses incurred for entertainment and alcoholic beverages are not reimbursable.
- B) Expenses incurred for laundry, dry cleaning, and pressing may be reimbursed if the employee is in continuous travel status in excess of one week without returning home during that time.
- C) Expenses incurred for personal service (tips) may be reimbursed. Reasonable judgment should be used as to the amount, depending upon type of establishment and quality of service, but the maximum recommended gratuity is fifteen percent (15%).
- D) Expenses incurred for special purchases essential for the fulfillment of the travel or work assignment may be reimbursed upon approval of the Executive Director or appropriate Department Head.

VIII. ALLOWABLE LIVING EXPENSES (continued)

**8.4** Incidental Expenses (continued)

- E) Reimbursement of miscellaneous expenses as described in this section may be claimed in addition to the maximum allowed for meals, lodging, and incidental expenses, while an employee is authorized to travel on Commission business.
- F) Miscellaneous expenses must be itemized separately on the Travel Expense Record.

**8.5** Limitations on Reimbursement of Allowable Living Expenses

- A) No allowance for meals, lodging, incidental or miscellaneous expenses may be claimed when an employee voluntarily returns to headquarters or residence for non-work days. Mileage may be claimed for travel to the employee's residence and return to temporary headquarters for non-work days. However, the mileage claimed shall not exceed the amount allowable for living expenses had the employee remained at temporary headquarters for such non-work days.
- B) An employee cannot claim an allowance for meals, lodging, incidental or miscellaneous expenses incurred during a vacation leave or any kind of leave of absence.

**8.6** Management Reduction or Disallowance of Reimbursement

The Executive Director, or any appropriate Department Head to whom the authority to authorize travel has been delegated, may reduce or disallow any claim for reimbursement for lodging, meals, or incidental expenses which are, in their judgment, excessive or in violation of the limitations described in 8.2 through 8.5 above.

IX. CONFERENCES AND SPECIAL MEALS

**9.1** Expenses incurred for registration fees for authorized conferences or meetings attended shall be reimbursed. Any such expenses must be itemized on a Travel Expense Record, which must be accompanied by a receipt.

**9.2** Reimbursement may be made for the actual and reasonable expense of meals when such meals are an integral part of a seminar or similar working assembly provided:

- A) The meal is an integral part of such meeting and it was not included in the registration fees.
- B) The attendance of the employee at such meeting is authorized as necessary to the best interests of the Commission.

**9.3** Expenses incurred for registration fees for conferences and meetings and for special meals shall be reimbursable without regard to the proximity of such conferences or meetings to the employee's headquarters or residence.

IX. CONFERENCES AND SPECIAL MEALS (continued)

**9.4** The prior approval of all registration fees is required. If a trip is out of town and has been properly approved, the meal and lodging costs must be reasonable based on the area, subject to the approval of the Executive Director or appropriate Department Head.

X. PURCHASING CARD TRANSACTIONS AND OTHER PREPAYMENTS

**10.1** All travel expenses must be listed on the Travel Expense Record, irrespective of the method of payment. A Travel Expense Record must be submitted even if all travel expenses are prepaid by the Commission or charged to the employee's OTC purchasing card.

**10.2** Any expenses charged to the employee's OTC purchasing card or other amounts prepaid by the Commission must be subtracted from the total travel expenses to arrive at the amount to be reimbursed to the employee. If any portion of an employee's travel expenses is paid with another employee's OTC purchasing card, the cardholder's name should be noted on the Travel Expense Record. Photocopies of receipts for any expenses charged to an OTC purchasing card or other amounts prepaid by the Commission must be attached. Original receipts are required for all other expenses in excess of \$5.00.

XI. EXCEPTIONS

**11.1** Any requirement included herein is subject to exception upon submission of supporting data to the Executive Director or Deputy Executive Director(s) or the CFO/Comptroller by the appropriate Department Head responsible for incurring the expenditure. If the Executive Director or Deputy Executive Director(s) or the CFO/Comptroller approves the exceptional expenditure, reimbursement will be made.