



## Response to Vendor Questions for HR Services RFQ

- 1) Do you have any sense of what percent of time (hours per week/hours per month) will be required by the contractor to fulfill this scope of work (Section 3 of the RFQ) over the course of the contract?

*Response: BeWellnm anticipates up to 50 hours of work per month for the scope of work (Section 3 of the RFQ).*

- 2) Will there be in-house resources available to support/liaise some of the contractor's activities within the scope of work?

*Response: BeWellnm anticipates having staff, particularly the contract administrator, to liaise for activities within the scope of work as appropriate. BeWellnm does not, however, anticipate having a Human Resources Manager on staff to support the scope of work.*

- 3) The email address in the RFP (RFP@beWellnm.com) created a 'bounced email' notification so I am resending to RFP@nmhix.com. Can you please confirm receipt?

*Response: The correct e-mail is [RFP@nmhix.com](mailto:RFP@nmhix.com), and the RFQ has been updated accordingly.*

- 4) Your governing legislation does not require you to follow the Personnel Act, have you adopted your own set of rules, policies or operating procedures related to Human Resources?

*Response: BeWellnm has adopted rules, policies, and procedures that meet Exchange requirements. The Exchange also has an established employee handbook that is reviewed and updated annually, or more frequently as needed.*

- 5) What is the current organization structure?

*Response: BeWellnm is currently in a position of transition, but typically has approximately 20 staff members distributed between Administration, Operations, Outreach and Marketing, and Finance departments.*

- 6) Do you employ an Attorney, either on staff or by contract, who also guides you with employment related issues?

*Response: Yes, beWellnm currently has a contracted attorney who provide guidance as needed on employment related matters.*

- 7) Who is currently handling your human resource management function - employee on staff or contractor? If on staff will this employee continue to work with whom ever is chosen as the successful bidder or will they phase out?

*Response: BeWellnm currently has an employee handling the human resources management functions. This employee will not be working with the successful bidder.*

- 8) What is your open/switch enrollment period for benefits?

*Response: BeWellnm usually has an open enrollment period for benefits in early to mid-December.*

- 9) Other than your CEO position, are you actively recruiting for any vacancies? What is your current method for recruiting and/or filling staff vacancies?

*Response: BeWellnm does not have any planned vacancies that a chosen vendor from this RFQ would need to support. Currently, vacancies are posted to beWellnm.com where individuals are encouraged to express interest. Potential applicants are interviewed as appropriate.*

- 10) What is your current payroll budget/costs?

*Response: As approved by the Board of Directors on September 18<sup>th</sup>, 2015, beWellnm has a 2016 salary budget of \$1,589,019 and benefits budget of \$453,660. As approved by the Board of Directors on September 16<sup>th</sup>, 2016, beWellnm has a 2017 salary budget of \$1,567,571 and benefits budget of \$526,764.*