Question and Answer (Q&A)
Global Benefits Data Collection and Analysis
RFP# FY2022-CIPO-001

1. Q: Can you disclose the reasoning for re-posting the RFP?
   A: We reposted the RFP to receive a larger number of responses before selecting a vendor.

2. Q: There is reference to aligning benefit standards with global and local DEI principles, can CI share an overview of its global and local DEI principles?
   A: CI’s three guiding DEI principals: Workforce Diversity, Workplace Inclusion, Inclusive Programming, and a framework for accountability and reporting on our DEI initiatives.

3. Q: Does Conservation International need support in developing the Total Rewards strategy for which the plans will be benchmarked against? Or can we work under the assumption that the benchmark criteria has been determined (i.e. market criteria, benchmark level, minimum standards, vendor requirements, eligibility requirements, cost-share standards, etc.)?
   A: CI will need support in collecting existing information and then developing a baseline Total Rewards strategy that each country’s benefit package will be evaluated against.

4. Q: Social is listed as a benefit to be reviewed- can you please further define what CI considers a ‘social’ benefit?
   A: Please disregard “social”. This was included in the listed benefits in error.

5. Q: Can you further describe the level of engagement expected with CI’s local brokers? Does CI prefer to utilize the statutory and typical market practice sources from the local broker specifically (per bullet 3 under Data Collection section on page 7)? Or is the expectation that our team can leverage/utilize the local broker for CI specific information if/when needed?
   A: The expectation is that the consultant will leverage and utilize information from existing local brokers, when available, and that the consultant would engage with their own networks when a local broker is not already established.

6. Q: Can you share who the appointed brokers are in each country? And which countries do not have appointed brokers?
   A: We do not currently have access to this information. Identifying which countries already have appointed brokers is part of the data collection portion of the project.

7. Q: The gap analysis scope mentions flagging ‘inconsistencies across country programs in offering benefits,’ does CI have global minimum standards related to benefits or leaves that should be followed? If so, can you please share what CI’s minimum standards are? If not, can you share more feedback on what type of inconsistencies CI would want highlighted?
   A: Yes, CI has a global minimum standard based on CI’s US benefits. CI’s policy is to ensure that every country’s benefits at least meet (minimum) the same level of quality as CI’s US benefits.

8. Q: Are there benefit guides currently in place? If so, what is the approximate length / detail level?
   A: Most countries have a benefit summary in place. Some are very short, and others are similar to the US Benefits Guide, which highlights all offered benefits. The US Benefits Guide is currently 16-pages of content and visuals in length.
9. Q: What medium do you want to use to deliver the benefit guides- PDF, online guide, app, printed and mailed paper copies etc.?
   A: PDF is required. An online guide would also be beneficial. We do not want any guides to be printed or mailed.

10. Q: Do you require the benefit guide be produced in local language(s) or English only?
    A: We expect the benefit guides to be produced in the local language(s) and English.

11. Q: Is there a headcount threshold that applies to determine which countries will get a benefits guide (e.g. 50+ employees)?
    A: We want to perform the full analysis with benefit guide deliverable for each country listed on the RFP, regardless of office size. Please note that the number of team members in the Botswana office will be increasing before the end of 2021.

12. Q: Will more than one version need to be produced - e.g., an open enrollment benefits guide followed by a version for ongoing use post-enrollment
    A: We only need one version of the benefit guide per country. An open enrollment benefits guide will not be necessary.

13. Q: Are all countries guaranteed in scope if awarded the business? Is there a prioritization of country/timing that we should consider?
    A: All countries, except for France and Germany, will be guaranteed if awarded. CI has not yet opened an office in France or Germany, but are planning to do so in the next 1 to 2 years. Prioritization of countries will be discussed strategically as a team upon award of the contract and will be based on immediate needs of the local teams.