



March 17, 2020

To: All Potential Respondents

From: Nancy Wheelock, Purchasing Agent

Subject: RFP1120005058 – Employee Benefits Consultant

Addendum Five

Please amend the subject RFP to include answers to the following timely received questions:

- Q1.** In light of the business/office closures and work-from-home mandates happening across the country, would DAS consider accepting electronic only submission of the proposal package?
- A1.** Due to the ever fluid circumstances surrounding COVID-19, the State is amending the following sections of the RFP. Please see Submittal Instructions beginning on page 2 of this document.

The RFP Cover Sheet currently states:

Number of Copies of Proposals Required to be Submitted: 1 Original and 1 Digital Copy

The RFP Cover Sheet is amended to state:

Number of Copies of Proposals Required to be Submitted: 1 Digital Copy

Section 3.1.2 currently states:

- 3.1.2** One (1) original and one (1) digital Copy of the Technical Proposal shall be timely submitted to the Issuing Officer in a sealed envelope. The Cost Proposal shall be submitted in a separate sealed envelope.

Technical Proposal Envelope Contents

Original Technical Proposal and any copies

Public Copy (if submitted)

Technical Proposal on digital media

Electronic Public Copy on same digital media (if submitted)

Cost Proposal Envelope Contents

Original Cost Proposal

Cost Proposal on digital media

Section 3.1.2 is amended to state:

- 3.1.2** One (1) digital copy of the Technical and Cost Proposals shall be timely submitted to the Issuing Officer through the Iowa VSS electronic bidding system. The link to VSS is:
https://vss.iowa.gov/webapp/VSS_ON/AltSelfService.

The Technical and Cost Proposal electronic files shall be separate files.

Technical Proposal Electronic Copies

Technical Proposal

Public Copy (if submitted)

Cost Proposal Electronic Copies

Cost Proposal

Attachment #4 – Response Check List currently states:

3. One (1) original of the Proposal and One (1) electronic copy on digital media.

3. One (1) Public Copy with Confidential Information Excised

COST PROPOSAL (submitted in a separate, sealed envelope.)

Attachment #4 – Response Check List is amended to state:

3. One (1) electronic copy.

3. One (1) electronic Public Copy with Confidential Information Excised (if applicable)

COST PROPOSAL - One (1) electronic copy.

PROPOSAL SUBMITTAL INSTRUCTIONS

Respondent will submit their electronic copies of their Technical and Cost Proposals through Iowa Vendor Self-Serve (VSS). RFP1120005058 was re-created in VSS strictly for the purpose of electronic submittal and will be publicly posted and available by 1:00 pm central time on Thursday, March 19, 2020. There is a delay in public posting due to the 48 hour Targeted Small Business (TSB) posting requirement for all bids in the system. The link to VSS is: https://vss.iowa.gov/webapp/VSS_ON/AltSelfService.

Respondent will need to register their company regardless of whether they have already done business with the state of Iowa. There is a Register button on the left hand side of the VSS screen. Click on that button to start the registration process. If you have any issues with registration, please call the helpdesk at 515-281-6614. If you have done business with the State, you will be given an opportunity to look up your entity during the registration process. It is recommended that you complete the registration process today to ensure you are ready to upload your proposal on Thursday when the RFP is publicly accessible in VSS.

File size is limited to 10MB when uploading. Respondent will need to break their Proposal into several files if the Proposal exceeds the 10MB threshold. There is no limit on the number of files which can be uploaded. Please make sure the electronic copy submitted contains all of the required signatures in the RFP which would include the transmittal letter and Attachments 1-3.

If you are having issues uploading your Proposal files into VSS and the helpdesk is unable to provide assistance, please contact the Issuing Officer via email at nancy.wheelock@iowa.gov.

Respondents do not need to submit a signed copy of this addendum in their Proposals.