



March 16, 2020

To: All Potential Respondents

From: Nancy Wheelock, Purchasing Agent

Subject: RFP1120005058 – Employee Benefits Consultant

Addendum Four

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

- Q1. Does the Department have an update on when the addendum outlining the evaluation criteria will be posted? RFP Section 6.2 states: "An addendum identifying the points assigned to evaluation criteria and minimum score will be posted prior to the RFP closing."
- A1. The addendum showing the scoring point breakdown is posted on the due date of the RFP.
- Q2. For our planning purposes around final proposal production and shipping in light of increasing closures of school and businesses due to COVID-19, does the Department anticipate any modification to the due date of this RFP?
- a. In addition, will electronic delivery via email (without paper copy or USB electronic version) be considered as fulfilling requirements for timely and complete delivery, given the circumstances around office closures? If necessary, we can follow up with the described paper copies once office operations are normalized.
- A2. The State is not on lockdown at this time and deliveries are still being received. If that changes, the State will amend the RFP accordingly with additional instruction and if appropriate, additional time. Therefore, the current submission requirements will remain as stated in the RFP.

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