



ADDENDUM #2
RFP NUMBER: 2015027-HR-P
Voluntary Worksite Benefits RFP

DATE: February 13, 2015

TO: All Potential Offerors

City of Harrisonburg's Voluntary Worksite Benefits RFP, is modified as follows:

As part of this Addendum #2, the City has released new Attachments to **replace** the original Attachments A through D (pages 19 through 22) that were released in the RFP. Attachments A & B are not currently available, and will be released in a future Addendum. Attachment L is an additional Grid that has been added to the RFP.

- Attachment A. Rate/Benefit Grid: Personal Accident Plan (page 19) – **NOT YET RELEASED**
- Attachment B. Rate/Benefit Grid: Critical Illness Plan (page 20) – **NOT YET RELEASED**
- Attachment C. Rate/Benefit Grid: Cancer Plan (page 21) – **replaced with Attachment C. Rate/Benefit Grid: Personal Cancer Indemnity**
- Attachment D. Rate/Benefit Grid: Short-Term Disability (page 22) – **replaced with Attachment D. Rate/Benefit Grid: Short-Term Disability**

ADDED: Attachment L. Rate/Benefit Grid: Hospital Advantage – Preferred Option 4

These Attachments will be posted separately from this Addendum #2, and will be posted in MS Excel format for Offerors' ease in responding. Each Attachment will be posted as a separate MS Excel document. Signing and returning this addendum document signifies that you have received all of the new above-listed attachments, and will incorporate the new information into your proposal submission.

Attachment E. Questionnaire will also be posted separately from this Addendum #2 in MS Word format for Offerors' ease in responding. None of the questions have changed from the original ITB posting in Adobe PDF format, however many have requested this document be provided in a different format.

Offerors shall not change the original wording or intent of the MS Excel or MS Word attachments listed above.

Due to the City's error, we are extending the deadline for proposal submissions. **Proposals shall be received by the Purchasing Office no later than Monday, March 2, 2015 at 2:00pm local time.** Any

proposals received after this date and time will not be accepted. **All questions must be received no later than Monday, February 23, 2015 at 12:00pm (noon) local time.**

Questions & Answers

1. Question: Can you send a current census and product certificates for the Voluntary and Worksite benefits?

Answer: Census information and product certificates are now available and can be sent securely via email to interested Offerors. Because this information contains confidential information, any Offeror that would like access to this information must complete and submit the attached "Confidentiality & Non-Disclosure Agreement" (*Attachment K*) that was provided in Addendum #1. Submissions of this document may be emailed to Ms. Pat Hilliard, Procurement Manager, at Purchasing@harrisonburgva.gov or by fax to her at 540-432-7778. Upon receipt of a completed Agreement, the documents will be emailed directly back to the requestor.

2. Question: Can you provide claims and premium data for Voluntary STD?

Answer: The premium data for STD is listed in the Rate/Benefit Grid. The claims information will be released in a future addendum.

3. Question: I would like to request census information (date of birth, gender, annual salary, title/position).

Answer: See the answer to Question #1 above.

4. Question: For the Cancer Plan Grid: this needs to be looked at, because the features you are asking for are those for life insurance.

Answer: See the new Rate/Benefit Grids provided.

5. Question: Which "Definition of Disability" is most important "and" coverage or "or" coverage? (STD Grid)

Answer: The City would like to maintain the current definition of disability, with "or" coverage. We would like to keep it such that a claim may be paid if there is a loss of income OR loss of duties (also known as "partial disability"). The phrase, "loss of duties" may be understood as someone who is unable to perform the duties of his or her own occupation. The phrase, "loss of income" may be understood as someone who is unable to earn 80% of his or her pre-disability earnings or more. Currently, City employees' STD is separate from their salary and/or their usage of any City-earned sick or vacation leave and payments relating to such disability.

6. Question: Please provide a census file with the following categories: Name, Date of birth, Salary, Salary mode and Occupation.

Answer: See response to Question #1.

7. Question: Will AFLAC remain on payroll deduction if a new carrier is selected? This will change the proposals for the carrier's perspective.

Answer: No, AFLAC will not remain on payroll deduction if a new carrier is selected.

8. Question; For the Hospital Confinement Grid: this was missing from the document.

Answer: **A response to this question was provided in Addendum #1, however it is incorrect.** The response from Addendum #1 was listed as: This is now combined with the Critical Illness Plan at our current provider. We do not have current information to provide as a standalone grid for this policy. The correct response should have been: **This was not provided in the original RFP, but is now available as Attachment L.**

All other requirements, terms and conditions of the RFP remain unchanged.

Addendum page must be signed and returned with your proposal to acknowledge receipt of this addendum.

Authorized Signature

By: Pat Hilliard, CPPB
Procurement Manager