



William F. Martin
Mayor

City known as the Town of
GREENFIELD, MASSACHUSETTS

Purchasing and Procurement

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RFP 18-21 HR Benefits Broker/Consultant

Addendum #1

This addendum is issued for the purpose of amending and replacing the RFP documents previously issued, and is hereby made part of the contract specifications to the same extent as though it were fully incorporated therein.

Receipt of this addendum shall be acknowledged by inserting its number on the bid form in the space provided. Failure to acknowledge any addendum may be cause for rejection.

Item #1

This RFP has been reissued in its entirety, and all proposals should be based upon this revision.

Because of the extent of the revisions to the RFP, the dates have been changed to accommodate the time we feel is appropriate to reexamine the requirements and edit your draft proposal submissions. The new dates are as follows:

- **Revised RFP Available : April 19, 2018**
- **Written Questions Due: April 25, 2018**
- **Answers to Questions Available: May 1, 2018**
- **Proposal Due: May 8, 2018**

Item #2

More detail was added to the existing City of Greenfield Insurance Plans:

- Critical Illness, not Critical Care
- Added Surviving Spouse coverage
- Added more detail to identify retiree benefit numbers
- Scope of Services: Added #8 "Inform the City of changes in federal and state laws regarding medical insurance mandates, reporting requirements, coverage requirements, and similar matters, and assist the City in meeting compliance requirements.

- 3.b. Description of Services section title, changed to “Profile of services rendered to other municipalities:”
- Shortened 3.b. 7 to “Describe a situation where you have guided or assisted a client to resolve an issue in conjunction with a state or federal agency.”

- RFP Response Requirements was moved from page 17 to page 20.

- Attachment B – Comparative Evaluation Criteria: There were a number of criteria that did not have an “Unacceptable” category. Some rewording changes were made to include that category as part of the evaluation process.

- Attachment C: Price Proposal Sheet
 - Added an “Authorized Signature and “Date”
 - Added a “Corporate Authority Certificate”

- Attachment D:
 - Reformatted the Certificate of Non-Collusion and the Tax Compliance Certification forms.
 - Attachment E: Eliminated and replaced by above “Corporate Authority Certificate” in Attachment C.

