



ADDENDUM No. 2

MAY 16, 2019

Solicitation Title: **Agent of Record for Employee Benefit Programs**

Solicitation No.: **RFP 35-18-19**

Due Date: **Friday, May 24, 2019
By 3:30 PM**

Attention all potential bidders:

MUST Addendum: Read carefully and follow all instructions. Information included in this Addendum will have a material impact on the submittal for this solicitation. All "MUST" addenda are considered a matter of responsiveness. "MUST" addenda must be acknowledged on Form "A-5". Failure of a Submitter to acknowledge the addenda shall be cause for rejection of the bid.

Note: Please be advised that the opportunity to submit questions and/or requests for clarifications regarding this Solicitation is solely for the purpose of clarifying the scope of services, eligibility criteria, performance requirements and procedural matters related to the selection, award and expectations of the City for this contract.

To all prospective bidders, please note the following changes and clarifications:

1. The deadline for submittal for proposals has been extended as follows:

SUBMITTAL DEADLINE:
~~MONDAY, MAY 20, 2019~~ **FRIDAY, MAY 24, 2019, BY NO LATER
THAN 3:30 PM (LOCAL TIME)**

Please note the following changes:

AMENDED TO READ:

Section 2.4 now reads:

MINIMUM QUALIFICATIONS

The following mandatory minimum requirements have been established. Subject to the City's right to waive minor irregularities, Proposers that do not meet the mandatory minimum requirements will be deemed non-responsive and will not be considered for further evaluation.

- The Proposer must have experience with public, private and/or non-profit entities. As a minimum qualification, Proposer must provide references from no less than three (3) contracts with public, private and/or non-profit sector clients, with 600 employees or more (see Form A-14)

- The Proposer must hold the necessary business tax receipt and all required licenses (such as 2-15 Life/Health or 2-14 combined with a 2-40 or 2-20) within the State of Florida in order to provide the services contemplated by this RFP. Additionally, copies of the required licenses must be submitted with the proposal indicating that the entity, as well as the team assigned to the City's account, is properly licensed to perform the work included in the contract. Failure of the Proposer to submit required documentation may be grounds to deem Proposer non-responsive.
- The Proposer must be an active, registered business and have been ~~in business~~ **licensed** for no less than five years from the release date of this RFP.
- The Proposer must satisfy City's minimum insurance requirements, including any requests to be named additional insured which are included in this RFP.
- Proposer shall be responsible for all actions of any subcontractor or outsourced service provider and shall assure that they hold all required licenses and carry the requisite insurance for the services it will perform.
- The Proposer and any subcontractor or outsourced service provider must provide all administrative and technical services contemplated by this RFP within the United States and shall not offshore any Employer data.
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All other terms, conditions, and specifications remain unchanged for this Solicitation.

End of Addendum.