



**Request for Proposal (“RFP”)**

**Group Basic Term Life, Accidental Death & Dismemberment,  
and Long-Term Disability Insurance**

**ITB NO. 21-003 – Addendum No. 1 Questions Related to RFP**

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Is there a current or future agent involved whether commission is paid to them or not?

We are a local municipal government, and we have not engaged a broker for this current RFP process.

How many total full-time employees?

197 employees.

Do you want us to include all the available value-added services we offer along with the RFP?

Added services can be included, as those would be “free”.

Do you want us to include other voluntary coverages in the RFP (like STD, or individual life, accident, etc.?)

No, we do not need STD or other life insurance voluntary coverages.

Do you currently use a benefits administration platform for your enrollment? If so, can the name of the vendor be released?

We use paper enrollment forms and keep them in-house as the employees do not get to choose the level of coverages.

Given the current national health and safety concerns around the COVID 19 virus. Will the City accept an electronic response? Are you willing to waive the notary requirement?

Yes. Due to the COVID-19 pandemic, electronic submissions will be acceptable, and this option will be available using our online submission method to be finalized later in November. Also, notary requirements are suspended. An Electronic Signature will be required.