



Clay County, Missouri

Purchasing Department

Administration Building

1 Courthouse Square ~ Liberty, MO 64068

Stephen C. Wright, Assistant County Administrator/Purchasing Director

Ethel Kitchell, Procurement Officer

DEPARTMENT OF PURCHASING AND CONTRACT SERVICES

RFP NUMBER 13-13, BENEFIT CONSULTING/BROKER SERVICES

ADDENDUM NO 1

Dear Contractor,

The original Request for Proposal for RFP 13-13, Benefit Consulting/Broker Services remains in effect except as revised by the following changes, which shall take precedence over anything to the contrary in the specifications.

Except as amended by this Addendum, all terms and conditions of the RFP remain unchanged.

Please Note: The format for this addendum will detail questions asked, answers given and clarifications and statements made. Q = Question, A = Answer, C = Clarification and S = Statement.

Question #1 – What is the proposed date of service to begin under this RFP?

Answer #1 - Beginning service date will be negotiated at time of award; however, it is anticipated to be 30-45 days following the award.

Question #2 - What about the agreement currently in place for these services?

Answer #2 - The current agreement is the third of four possible extensions to the original one year agreement signed in November 2009. The agreement provides that either party may terminate the agreement upon thirty (30) days advanced written notice to the other party. Should the RFP result in a new award the county will provide sufficient written notice to the current vendor of its intent to terminate the extension to the original agreement.

Question #3 - What prompted the issuance of this RFP when a current agreement exists and could be renewed for one additional period?

Answer #3 – The current agreement has been in place for over three years. Clay County is seeking additional services and believes that the market has changed since 2009. As a result it is in the best interest of the taxpayers to solicit fresh input from vendors to ensure the best services and prices are provided.

Question #4 – Is the county dissatisfied with the current level of service or the current pricing contained in the agreement?

Answer #4 – See answer to question #3.

Question #5 – Who will be on the selection committee?

Answer #5 – In accordance with Clay County purchasing guidelines the selection committee shall include the Purchasing Agent and the Department Head requesting the proposal. The Purchasing Director will also designate other appropriate members or key stakeholders so that there are an odd number of evaluators.

Question #6- When is the closing date? When are submittals due?

Answer #6 – Responses must be received by: **2:00 PM local time on April 15, 2013**

ACKNOWLEDGEMENT

Each proposer shall acknowledge receipt of this Addendum No. 1 of RFP No. 13-13, Benefit Consulting/Broker Services by their signature affixed hereto, and shall attach this Addendum to the original proposal.

CERTIFICATION BY BIDDER

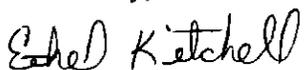
SIGNATURE _____

TITLE _____

COMPANY _____

DATE _____

Cordially,



Ethel Kitchell
Procurement Officer