



CITY OF SUFFOLK

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ADDENDUM NO. 2

City of Suffolk
RFP #20066-JS
February 12, 2020

Purchasing Division
442 W. Washington Street, Room 1086
Suffolk, VA 23434-5237
Phone: (757) 514-7520 / Fax: (757) 514-7524

The Request for Proposal (RFP) for Employee Benefits – Administrative Services has been amended.

The following questions and answers are incorporated in the RFP:

Q1: Page 7 of the RFP specifies that annual vendor led meetings on FSA and HSA claims and services reviews are required 'throughout the year'. Please specify the number of onsite meetings which are required annually.

Can these meetings be facilitated through online webinars and conference calls?

A1: The meetings can be held online and/or conference calls. Onsite is preferred but not required.

Q2: Attachment B1 includes 'paper enrollment fee' as a pricing schedule line item. Will the City consider allowing online enrollment?

A2: Yes, the City will consider allowing online enrollment.

All other information remains unchanged.

Contract Officer:


Jay Smigielski, Purchasing Agent, CPPO

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at jsmigielski@suffolkva.us

It is the responsibility of the offeror to ensure that they have read and met the specifications of all addendums in their proposal.