



ADDENDUM #1

REQUEST FOR PROPOSAL #20-1008

CITY OF CONROE

SEPTEMBER 21, 2020

PROPOSALS DUE:

THURSDAY, OCTOBER 8, 2020

2:00 PM

ADDENDUM

Addendum to be returned with Proposal

Note: The time for submission of proposals has NOT been changed.

The following additions, deletions, modifications, or clarifications shall be made to the appropriate sections of the referenced document and shall become part of the Contract Documents. Respondents shall acknowledge receipt of this Addendum by signing below and returning this Addendum with the Proposal.

This form shall be signed and returned with your proposal.

Name: _____

Signature: _____

Company: _____

Title: _____

Date: _____

Q1. Provide reporting through August 31, 2020.

A1. August reporting is attached. (Request from charlotte.starks@hubinternational.com)

Q2. Please confirm that the TPA pays the fee to HUB's reporting vendor, Artemis?

A2. Yes, that is correct.

Q3. We have noted that we need to deliver a physical copy along with separate copies on two thumb drives directly to the City. Regarding the submission to your HUB office located in Dallas, please confirm that you prefer the same method of delivery.

A4. Page 1 of the RFP indicates as per below. The HUB copy can be a hard copy or an electronic copy. Responses must be received at the City and HUB by the Due Date and Time of 10/8/2020 2:00 PM CST

1 Complete Copy to

HUB INTERNATIONAL TEXAS

Attn: Charlotte Starks

Manager of Employee Benefits Marketing

10000 N. Central Expy., #1200

Dallas, TX 75231