

**HAMILTON COUNTY DEPARTMENT OF EDUCATION**

**3074 Hickory Valley Road**

**Chattanooga, TN 37421**

**Main Line: (423) 498-7030**

**Email: [doe\\_purchasing@hcde.org](mailto:doe_purchasing@hcde.org)**

**Posted Date:** May 8, 2023

**Solicitation No.:** RFP 23-40

**Solicitation Name:** Employee Vision Benefits

**Subject:** Addendum Number 2

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged. Words, phrases, or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded phrases or sentences represent additions to the original solicitation.

**1. OPEN DATE/DUE DATE EXTENSIONS**

- a. In order to allow prospective bidders reasonable time in which to take Addendum 1 into account in preparing their submissions, HCDE is extending the deadline for the submission of bids. Bids must be received by HCDE, Purchasing Department at the address specified on Page 1 of RFP 23-40 Employee Vision Benefits no later than **17 May 2023, 1:00PM EST.**
- b. The question deadline has passed and is *not* extended with this this proposal Opening Date/Due Date extension.

**2. This addendum follows the Request for Proposal for the above project that appeared online on HCDE.org under Purchasing, Current Solicitations, Vendor Registry.com on 4/17/2023, and in the Chattanooga Times Free Press on April 25, 2023.**

**3. ATTACHMENT: Addendum 1**

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

*Debbie Jackson*

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Procurement Specialist III  
Procurement Specialist Phone: 423-498-7030  
Hamilton County Department of Education  
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**Posted Date:** May 5, 2023

**Solicitation No.:** Bid 23-40

**Solicitation Name:** Employer Vision Benefits

**Subject:** Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases, or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded phrases or sentences represent additions to the original solicitation.

**1. ATTACHMENT:**  
**a. Reference Survey Form**

**2. QUESTIONS/ANSWERS**

1.	1) Are you able to tell me the # of eligible lives for this vision opportunity? We see on the information tab there are roughly 3,853 enrolled. But, there is a line above that, that shows benefit eligible 6,142. So, just trying to confirm the correct # of eligible employee lives (not inclusive or dependents). Thanks.
<b>Answer</b>	<b>Benefit Eligible employees 6142, number employees actually covered 3853</b>

2.	2) Can you tell us if retirees are eligible for coverage, and if so, how would those premiums be collected?
<b>Answer</b>	<b>Yes – retirees can elect 18 months of cobra. HCDE collects the premiums</b>

3.	3) Are electronic signatures acceptable due to COVID and telecommuting?
<b>Answer</b>	<b>Yes, electronic signatures are acceptable. However, please note that electronic submission of proposals is not accepted at this time. Submissions may contain electronic signatures but must be submitted in hardcopy following solicitation instructions.</b>

4.	4) Is the main RFP document which includes the forms for signature available in Word format?
<b>Answer</b>	<b>No.</b>

5.	5) Are vendors required to include page 1 of the main RFP document in their hardcopy submission as it includes a line for us to include the Bidder Name
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Answer	Page 1 is not required for submission and may be used where beneficial to the Vendor's submission.	
6.	6) Can you please supply the Reference document referenced in the Experience & References tab of Attachment A – Vision RFP?	
Answer	Please see reference survey attached and provided as part of this addendum.	
7.	7) Noticed this is a midterm proposal request of a 48 month term. Is there anything that we should be particularly aware of that is driving the quote request?	
Answer	No.	
8.	8) For responses within Attachment A that span larger than the response cell, is it acceptable to add columns or rows within the Excel file? If not, is it acceptable to supply the additional information as a separate attachment?	
Answer	Excel columns may be adjusted as long as all requested material is included and no material change is made to the prompts. Vendors must ensure that hardcopy submission includes a complete version of full excel document and that USB contains digital copy.	
9.	9) Reference template	Please provide the referenced “reference” document to be completed with this RFP.
Answer	Please see reference survey attached and provided as part of this addendum.	
10.	10) Attachment A Vision RFP-Information Tab	Please confirm if there are any audit or wellness credits/funds included in the current premium rates. If so, how much?
Answer	There are no wellness funds.	
11.	11) Binders	Please clarify the request for 10 point font and 8 ½ x 11 paper stock only applies to the “client specific documents such as cover letter, questionnaire, financials, GeoAccess and disruption type items and not to any generic attachments (sample reporting, communications, etc.).
Answer	Yes that's correct	
12.	12) the Geo tab doesn't have specific parameters requested. Are you ok with us providing the standard parameters: (1 in 20 rural, 2 in 10 urban/suburban).	
Answer	YES	

13.	13) The references tab in the workbook asks us to confirm we filled out the references form provided in the RFP – We are not seeing a reference sheet. Can you please confirm where this is provided?
Answer	Please see reference survey attached and provided as part of this addendum.

14.	14) What I need is the description for the following acronyms in the column labeled Employee Status.
Answer	<p>FTB – full time with benefits  PROV – Provisional with benefits  INTB – interim with benefits  PTB – part-time with benefits  RET - Retiree  RTF – retiree returned to work fulltime.  RTIN – retiree returned working an interim assignment  RTP – retiree returned working part-time  PTCB – part-time contract bus driver (eligible for benefits)  CBRA - Cobra  CBRD – cobra dependent  RTDE – retiree dependent  FTB – full time with benefits  PROV – Provisional with benefits  INTB – interim with benefits  PTB – part-time with benefits  RET - Retiree  RTF – retiree returned to work fulltime.  RTIN – retiree returned working an interim assignment  RTP – retiree returned working part-time  PTCB – part-time contract bus driver (eligible for benefits)  CBRA - Cobra  CBRD – cobra dependent  RTDE – retiree dependent</p>

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**ADDENDUM 1**

*Reference Survey Form*

**Project Name & Number:** RFP 23-40, Employee Vision Benefits

Provide details of at least three current accounts/clients managed and two accounts/clients that are no longer managed by your Company. Reference details are preferred to be within the public sector and similar in size to HCS.

**REFERENCE 1**

<b>CLIENT NAME:</b> _____	
<b>CONTRACT START DATE:</b> _____	<b>CONTRACT END DATE:</b> _____
<b>CLIENT CONTACT NUMBER:</b> _____	<b>CLIENT EMAIL:</b> _____
<b>CONTRACT VALUE:</b> _____	
<b>SCOPE OF SERVICE SUMMARY:</b> _____	

**REFERENCE 2**

<b>CLIENT NAME:</b> _____	
<b>CONTRACT START DATE:</b> _____	<b>CONTRACT END DATE:</b> _____
<b>CLIENT CONTACT NUMBER:</b> _____	<b>CLIENT EMAIL:</b> _____
<b>CONTRACT VALUE:</b> _____	
<b>SCOPE OF SERVICE SUMMARY:</b> _____	





**REFERENCE 5**

<b>CLIENT NAME:</b> _____	
<b>CONTRACT START DATE:</b> _____	<b>CONTRACT END DATE:</b> _____
<b>CLIENT CONTACT NUMBER:</b> _____	<b>CLIENT EMAIL:</b> _____
<b>CONTRACT VALUE:</b> _____	
<b>SCOPE OF SERVICE SUMMARY:</b> _____	

\_\_\_\_\_  
Authorized Bidder/Proposer Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Authorized Bidder/Proposer Name (Print or Type)