



HIGHLANDS COUNTY BOARD OF COUNTY
COMMISSIONERS (HCBCC)
PURCHASING DIVISION
600 S. Commerce Ave
Sebring, FL 33870
(863) 402-6500

DATE: July 21, 2022
BID NO. RFP-22-025/LKD ADDENDUM No. 1
Project.: Health Insurance

The following represents clarification, additions, deletions, and/or modifications to the above referenced solicitation. 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, as applicable.

Questions and Answers

- Q1 While we are still compiling the list of questions, we are hoping you can possibly confirm the deliverable required for the below RFP due on Aug. 18, 2022 prior to 3:30 PM for us.
- A1 See section 7 and Section 12 to assist you in preparing your submission package.**
- Q2 It appears we have the option to submit electronically or via Hardcopy. Is that correct?
- A2 Yes**
- Q3 As to the deliverable content, if electronic submission, it appears to be a single PDF of the entire proposal response package but not clear on the hard copy submission option. Are you requesting multiple paper hard copy versions along with one on a USB/thumb drive (a hard copy response is to include the following: **all-inclusive identical paper copies, one original paper copy signed in blue ink of the response** AND **one all-inclusive original electronic copy**)? What is the difference between all-inclusive identical hardcopy and USB to the and the original signed paper copy?
- A3 See corrective statement below: Changes noted in red.**
SUBMISSIONS MUST BE DELIVERED to the Purchasing Department, 600 S. Commerce Avenue., Sebring, FL 33870 to reach said office no later than **3:30 P.M., Thursday, August 18, 2022**, at which time they will be opened. Responses may be submitted by one of the following methods:

· **Electronic submission** to the County website, www.highlandsfl.gov linking to VendorRegistry.com in one all-inclusive adobe file. **File name is to be in the following format: 22-025-Proposer Name**

OR

· **Hard Copy submission** in a sealed and marked package. Affix the supplied "Sealed Solicitation Label" with the name of the Proposer, solicitation number, and title to the exterior of the package so as to identify the enclosed response. A hard copy response is to include the following: all-inclusive ~~identical~~ paper copyies, **one (1) original paper copy** (signed in blue ink), of the response, and **one (1) all-inclusive original, electronic copy** (Thumb drive) of the original response.

Q4 Also, the RFP Number on the RFP documentation shows RFP No. 21-025/LKD Health Insurance whereas the instructions within on submission is showing 22-025. Please confirm the RFP bid name as well.

A4 **The official solicitation number shall be RFP 22-025-LKD. The title shall be Health Insurance. Any reference to the solicitation number and/or solicitation title is revised as stated herein.**

Q5 If you can please confirm that an entirely electronic submission via the portal is sufficient?

A5 **See answer 3.**

Attachments: None