Subject: ADDENDUM NO. 2: RFP for Group Life and Disability Insurance Plans

This Addendum is being issued to make clarifications and/or changes to the RFP. This document and all changes, as listed below, shall become an integral part of the solicitation, and shall take precedence over what was previously stated in the original RFP.

Regarding the submission of the RFP response: Respondents interested in providing the required services shall submit SEVEN (7) complete sets of the proposals:

• One (1) hard copy marked “ORIGINAL” to include Tabs 1, 2, and 5.

• Five (6) hard copies marked “COPY” to include Tabs 1 and 2.

• Seven (7) COMPLETE electronic copies on a USB drive to include:

o Tab 1 Attachment 1 in Word Format

o Tab 2 Attachment 2 in Excel Format

o Tab 3 Electronic Term and Disability Plan Documents

o Tab 4 Other Supporting Plan Documents (Electronic)

o Tab 5 Required Signed Forms and Document

Q 1: Can you clarify if Tab 5 referenced above can be in PDF format?

A 1: Tab 5 in the hard copy marked Original need to be the signed originals. Tab 5 on the USB drive can be in PDF format.

Q 2: On the second bullet point, can you advise if you are looking for five, or six, copies?

A2: Six (6) hard copies for a total of 7 hard copy responses.

Q 3: Regarding the seven electronic copies on the USB drive, are you looking for seven separate USB drives, or seven copies on one USB Drive?

A 3: Seven separate USB drives.

Please sign and return with proposal.

Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by (Name/Position): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAILURE TO RETURN THIS ENTIRE ADDENDUM WITH THE PROPOSAL SUBMITTAL

MAY CAUSE THE PROPOSAL TO BE RENDERED NON-RESPONSIVE