



**State of Delaware  
Office of Management & Budget  
Statewide Benefits Office**

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**STATE EMPLOYEE BENEFITS COMMITTEE**

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**Request for Proposal for  
Consulting Services for the State of Delaware's Group  
Health Insurance Program**

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**ADDENDUM #2**

**March 22, 2016**

**OMB16001-Consulting**

1. The **Timetable/Deadlines** (Section I.D., page 19 of the RFP), is replaced in its entirety as follows:

<b>Event</b>	<b>Date<sup>1</sup></b>
RFP Released	Monday, March 7, 2016
Intent to Bid Deadline <sup>2</sup>	<b>Wednesday, March 30, 2016, 1:00 PM Local Time</b>
Follow-up Questions due to SBO from Confirmed Bidders	<b>Friday, April 1, 2016, 1:00 PM Local Time</b>
Mandatory Pre-Bid Meeting (Conference Call) <sup>3</sup>	<b>Wednesday, April 6, 2016, 2:00 PM Local Time</b>
Responses to Questions to Confirmed Vendors	<b>Friday, April 8, 2016</b>
Deadline for Bids	<b>Friday, April 15, 2016, 1:00 PM Local Time</b>
Notification of Qualification - Invitation to Interview	Monday, April 25, 2016
Interviews <sup>4</sup>	Tuesday, May 10, 2016
Contract Award	Mid-May, 2016

2. Throughout the RFP, all of the revised dates are replaced accordingly. No other revisions to the RFP are being made at this time.

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<sup>1</sup> Dates in **bold** have been changed. The non-bolded dates remain the same.

<sup>2</sup> **IMPORTANT:** Your bid will not be accepted if the State of Delaware does not receive an email or written confirmation of an Intent to Bid. See Section II.B.1 for details.

<sup>3</sup> **IMPORTANT:** Your bid will not be accepted if your organization does not participate in the Mandatory Pre-Bid Meeting. See Section II.B.4 for details.

<sup>4</sup> The SEBC will require each of the qualifying firms to make a presentation in Dover, Delaware, at the expense of the proposing firm. In addition to communicating your organization's capabilities to fulfill the requirements in the RFP, the PRC may provide an agenda of specific topics. Because the interview notifications may go out as late as a week or two beforehand, **SAVE THE DATE of Tuesday, May 10, 2016.**

### **Mandatory Pre-Bid Conference Call**

3. Call-in information for the Mandatory Pre-Bid Conference Call will be sent to all interested bidders a few days beforehand. The format will be an audio call only. Please have a copy of the RFP on hand for reference.
4. Only administrative personnel are required to attend the Mandatory Pre-Bid Conference Call. The point-of-contact person for this RFP is welcome to participate, but the State only requires that the lead administrative person who will be compiling the hard copies and electronic copies participate in the call. The subject matter for the call has been revised and only the bid submission requirements will be discussed. We expect to discuss to include the formats of the bid documents, such as the requirements for submission of a request for a confidential and proprietary determination of information included in your bid documents.
5. Because the subject of the Mandatory Pre-Bid Conference Call has changed, questions regarding any other topics will only be entertained through the written question and answer process as described in the RFP.