



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

DEPARTMENT OF FINANCE  
Oscar Knott, CPP, CPPO, VCO  
Purchasing Director

**Addendum No. 1**

**Date:** June 1, 2023  
**Request for Proposal:** 23-2530-5JOK – Group Short-Term and Long-Term Disability Program for VRS Hybrid Participants – County of Henrico Government and Public Schools  
**Receipt Date/Time:** June 8, 2023 / 11:00 a.m.  
**Subject:** Revision and Question/Answer

Ladies/Gentlemen,

Please make the following corrections, deletions and/or additions to the above referenced Request for Proposal:

1. Section IV, Anticipated Procurement Schedule – Replace in its entirety with the following:

*The following represents the timeline of the process currently anticipated by the County:*

<i>Request for Proposal Distributed</i>	<i>May 12, 2023</i>
<i>Questions Due by</i>	<i>May 30, 2023</i>
<i>Receive Written Proposals by</i>	<i>11:00 a.m. on June 8, 2023</i>
<i>Conduct Oral Interviews with Offerors</i>	<i>July 2023</i>
<i>Negotiations Completed</i>	<i>July/August 2023</i>
<i>Award Contract</i>	<i>September 2023</i>
<i>Implementation of STD and LTD Program</i>	<i>September – December 2023</i>
<i>Benefits begin</i>	<i>January 1, 2024</i>

2. Please outline the following regarding the ASO request:
  - a. Please confirm whether the incumbent provider requires medical record retrieval preapproval from the employer (initial & appeal) and if the responding proposer should in the future.  
Answer: No.
  - b. Please confirm whether the incumbent provider requires IME/FCE/Peer Review Preapproval from the employer (Initial & Appeal) and if the responding proposer should in the future.  
Answer: No.
  - c. Please confirm whether the group requires the Decision Letter(s) to be sent to the employee.  
Answer: Yes, The Standard sends the employee notice of decision on their claim as well as the employer contact (according to entity – schools, government or economic development authority).
  - d. Please confirm whether the group requires the incumbent provider to calculate both the benefit and payment and if the responding proposer should in the future.  
Answer: Henrico County calculates the benefit and payment for the employee. Standard provides support the duration of disability, but Henrico calculates and issues the benefit payment to the employee.

e. Please confirm whether the group currently has telephonic claims service on ASO/ATP.

Answer: Confirmed.

3. Please provide occupations on the census.

Answer: Column "Organization Name" and can be used to reference or cross-reference occupation.

4. Please provide current rates.

Answer:

<b>Business Unit</b>	<b>STD-ATP &amp; LTD Combined Rates</b>
Henrico County Government	0.53% insured earnings
Henrico County Economic Development Authority	0.53% insured earnings
Henrico County Public Schools: Professionals	0.24% insured earnings
Henrico County Public Schools: Non-Professionals	0.53% insured earnings

5. Please explain the jump in lives on the LTC Incurred Exhibit from 2021 (1,793 lives) to 2022 (4,312 lives).

Answer: Prior to 2022 the Henrico County Schools was not included in the enrollment billing report even though premium was. Starting in 2022 the Schools employee count was included with the Government.

All other specifications and General Terms and Conditions shall remain the same.

Offerors must take due notice and be governed accordingly. Failure to acknowledge this addendum may result in your proposal being declared non-responsive.

Sincerely,

Oscar Knott, CPP, CPPO, VCO  
Purchasing Director  
[Kno008@henrico.us](mailto:Kno008@henrico.us)

**ACKNOWLEDGEMENT:**

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

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

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