



COMMONWEALTH OF VIRGINIA

County of Henrico

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

Addendum No. 1

Date: October 6, 2023
Request for Proposal: #23-2590-9EMF – Consulting Services Employee Benefits Program
Receipt Date/Time: October 17, 2023; 2:00 p.m.
Subject: Revision of Section II.B and Sec. IV of RFP. Questions and Answers attached.

Ladies/Gentlemen,
Please make the following corrections, deletions and/or additions to the above referenced RFP:

Sec. II. B. Scope of Services
Remove Item B.1 – Post Retirement Earning Plans (PREP) for school employees.

Sec. IV. Anticipated Schedule
Conduct Oral Interviews with Offerors – October 30, 2023

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 bid being declared non-responsive.

Sincerely,
 Eileen M. Falcone, CPPB
 Assistant Division Director
 Fal51@henrico.us

ACKNOWLEDGEMENT:

Signature: _____

Print Name: _____

Company: _____

Date: _____

RFP 23-2590-9EMF
Consulting Services Employee Benefits
Questions and Answers
October 6, 2023

1. How many GASB/OPEB reports are produced a year?

Answer: *Typically, we produce one of the GASB report every 2 years and currently the OPEB as requested. Both are produced in-house and we would request the consultants assistance if necessary.*

2. How many hours did AON bill in 2022?

Answer: *The number of billable hours is dependent upon the services requested/provided by the consultant.*

3. Can you provide examples of typical out of scope projects performed in the past by AON?

Answer: *There have not been any out of scope projects required during the term of the current contract.*

4. Is the consultant required to participate in open enrollment meetings? If so, are they required to be in person? If so, how many open enrollment meetings are held each year?

Answer: *The consultants are not required to participate in Open Enrollment meetings.*

5. In regards to the Post Retirement Earnings Plan. Section II, B. Other Required Services list the PREP. Can you please provide a description of this plan and precisely what services the County may need?

Answer: *See Addendum 1*