



April 9, 2021

ADDENDUM I

PURCHASE OF GROUP LIFE, ACCIDENTAL DEATH & DISMEMBERMENT, SHORT AND LONG-TERM DISABILITY INSURANCE CSP No. 21A-008

I. The following is being provided in response to questions received:

A. Upon review of the proposal, we would need to receive the following info:

A complete census to include:

Employee dates of birth

Employee genders

Employee salaries

Employee occupation titles

Zip Codes by employee

Clearly/easily identifiable classes (especially for the group of retirees)

Volumes for all coverages listed by employee (Basic Life, Basic AD&D, STD, and LTD)

Employee names if available

Response: Attachment I – Active Employee Leave Balances and Retirees Census has been replaced with revised Attachment I to include this information, and is provided with this Addendum.

B. How do we access the RFP specifications electronically to provide our responses at www.alamo.edu/purchasing?

Response: An electronic copy of the CSP is available at the link provided, www.alamo.edu/purchasing. Electronic submission of Proposal is not permitted for this solicitation. For information on how to submit your proposal, refer to Section 2.C of the CSP on Page 24.

C. Given the current national health and safety concerns around the COVID 19 virus, our workforce transitioned working from home. Are you willing to accept electronic signatures and waive the notary requirement?

Response: No, See response given above in Item B, the notary requirement has been deleted.

D. Please provide an updated census to include their zip codes and salaries.

Response: See response given above to Item A.

The deadline to submit a proposal for this project is by no later than 2:00 p.m. C.S.T., May 4, 2021



E. Please provide a certificate for the LTD.

Response: The Long-Term Disability Certificate is provided with this addendum in the attached .pdf.

F. Please provide current and prior LTD rates for the past 3 years.

Response: Current Rates of coverage are provided as follows, and have remained unchanged past 3 years:

- Basic Life – Actives/Retirees \$0.197/1000
- Basic AD&D -Actives \$0.012/1000
- LTD – All Actives employees \$0.170 /100
- ASO STD - \$1.50 PEPM

G. On the CENSUS there is DOB and Gender. There is also a number of other columns. Do these other columns have anything to do with annual salary? If not, in order to make any kind of an accurate calculation of current coverage and total BSCL volume, I will need annual salaries, is this available?

Response: See response given above to Item A.

H. Lastly, will there be an agent involved in this process working on your behalf or should we work directly with you?

Response: No, there is not an agent involved in this process working on behalf of the Alamo Colleges. Offeror should email all questions regarding this CSP to jtaub@alamo.edu.

II. Additional questions were received and will be responded to by subsequent addendum.

The deadline to submit a proposal for this project is by no later than 2:00 p.m. C.S.T., May 4, 2021