



City of Concord, New Hampshire

PURCHASING DIVISION

COMBINED OPERATIONS & MAINTENANCE FACILITY

311 NORTH STATE STREET, CONCORD, NH 03301

(603) 225-8530 FAX: (603) 230-3656

www.concordnh.gov

April 4, 2011

ADDENDUM NUMBER ONE

RFP37-11

LIFE INSURANCE, SHORT TERM DISABILITY INSURANCE & LONG TERM DISABILITY INSURANCE

TO ALL FIRMS OF RECORD: This addendum forms a part of and modifies the proposal and contract documents and technical specifications for the project named above. The following additions, changes and clarifications are made to the original proposal documents:

1. **Question:** It appears that this RFP was sent to carriers directly and also to insurance brokers. Is it your intent that we include broker commissions in our pricing as is normal when quoting group Life, STD and LTD?

Answer: The City is happy to work with brokers for Life, STD and LTD and they may be paid commissions. Including commissions in your pricing is at the discretion of the insurer.

2. **Census:** The census for Life, STD and LTD is included in Excel format as an attachment to this Addendum. If you are receiving this Addendum in hard copy the census is posted, in Excel format, on-line at www.concordnh.gov/Purchasing or you may contact me directly at (603) 230-3664 to have the census emailed to you in Excel format.

3. **RFP37-11:** RFP37-11, including all forms to be submitted is included in Word format as an attachment to this Addendum. If you are receiving this Addendum in hard copy the census is posted on-line at www.concordnh.gov/Purchasing or you may contact me directly at (603) 230-3664 to have RFP37-11 emailed to you in Word format.

PLEASE BE ADVISED THAT THE PROPOSER MUST ACKNOWLEDGE RECEIPT OF ADDENDUM ONE ON THE PROPOSAL SHEET SIGNATURE PAGE (PAGE 26).

CITY OF CONCORD, NEW HAMPSHIRE

DOUGLAS B. ROSS
PURCHASING MANAGER