CITY OF RIO RANCHO
DEPARTMENT OF FINANCIAL SERVICES
PURCHASING DIVISION
3200 CIVIC CENTER CIRCLE NE 3rd FLOOR
RIO RANCHO, NEW MEXICO 87144
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**ADDENDUM NO (1) ONE**
**RFP 14-HR-006**
**VOLUNTARY SHORT AND LONG TERM DISABILITY INSURANCE**

October 18, 2013

Addendum Number (1) One forms part of the contract documents and modifies them in the manner and extent set forth below.

*ATTENTION CONTRACTORS*

- **Clarification**
- **Questions and Answers**
- **Attachments**

***Clarification***

Due to an error the RFP document has been uploaded again to the City's website. Please visit the site to download the revised document in its entirety.

***Questions and Answers***

**Question:** Could you please provide a census in Excel format of all eligible employees, including:

- Gender
- Date of Birth
- Salary
- STD plan enrolled (Yes or No for each employee)
- LTD plan enrolled (Yes or No for each employee)
- Identifier of who is a Director or Administrator (the employer paid LTD class)

**Answer:** Requests for this information shall be emailed to the point of contact listed on page 2 of the RFP document. This information will only be released in this manner. All Offerors are reminded that this information may only be used for the purpose of this RFP solicitation.

**Question:** Could you please provide Exhibit D (Minimum Requirements) in Word format to facilitate responding?

**Answer:** Exhibits D through G will be uploaded to the City website in Word format for your convenience.

**Question:** Please provide current rates for both the STD and LTD plans. If not willing to provide, please advise whether the structure of the rates is age banded, or a single composite rate.

**Answer:** The rate history is as follows:

7/1/2010 – 6/30/2013

- STD $0.25 per $10 of covered weekly benefit
- LTD $0.438 per $100 of covered payroll

7/1/2006 – 6/30/2010

- LTD $0.51 per $100 of covered payroll

No STD prior to 7/1/2010

**All other provisions of the Contract Documents shall remain unchanged. Each Offeror should ensure that they have received all addenda and amendments to this RFP before submitting their proposal.**