



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Addendum No. 1

Issued: April 5, 2013

RFP #13-003-67

Administrative and Brokerage Services to Shelby County Government Group Post 65 Retiree Medical Program (Human Resources – Employee Benefits)

TO ALL PROSPECTIVE BIDDERS:

The above described RFP has been modified to reflect the following change. A unique custom email address has been setup to collect all inquiries for vendors interested in receiving access to RFP #13-003-67.

Please follow the instructions below to gain access.

This RFP process will be conducted via the Internet, using the Proposal Technologies Network, Inc. application. The specifications for this RFP will be contained in an electronic RFP (eRFP), which can be found at Proposal Tech's website (www.proposaltech.com). Specific instructions on how to gain access to this system will be listed in the instructions contained in this document.

REQUESTING ELECTRONIC PROPOSAL (eRFP)

All interested parties must review the detailed specifications to this RFP as well as respond via the Internet through access to the Proposal Technologies Network, Inc. website. Everyone will be required to gain access to electronic bid questionnaire through the following email address:

shelbypost65@proposaltech.com.

You must obtain a user name and password for the electronic questionnaire by supplying the following information in an email:

- a. Your company name and address
- b. The primary contact person's name, telephone number and email address
- c. A statement that your firm is interested in responding to the Shelby County Government Post 65 Retiree Medical RFP.

You are required to submit the information listed above in order to receive a password that will be used to access the information to respond to the RFP. Once your information has been verified, you will receive an email invitation containing your username, password, and instructions on how to access the eRFP.

For technical difficulties with the Proposal Tech site, please contact Kevin Webb at kwebb@proposaltech.com or 877-211-8316 ext. 82”

All other requirements of this RFP remain unchanged.

If you have any questions, please contact me via email at debra.louis@shelbycountyttn.gov.

