

City of Franklin Addendum No. 1 to

Purchasing Office Solicitation No.: 2020-009

1. Solicitation identified: This Addendum No. 1 applies to the following procurement solicitation:

healthcare and dependent care flexible spending account administrative services

Purchasing Office Solicitation No.: 2020-009

2. Notice to Bidders publication date: **September 26, 2019**
3. Solicitation release date: **September 26, 2019**
4. Addendum No. 1 release date: **September 30, 2019**
5. Deadline for optional submittal in writing of questions of a non-procedural nature seeking to clarify or revise any aspect of this procurement solicitation: **October 3, 2019, 2:00 p.m. Central Time**
6. Bids submittal deadline and scheduled opening: **October 10, 2019, 2:00 p.m. Central Time**
7. Tentative date of release of City's tabulation of bids received and notice of intent to award: **November 1, 2019**
8. Tentative date of award: Meeting of Board of Mayor and Aldermen at which the procurement is tentatively scheduled to be awarded to the responsible bidder that submits the lowest priced responsive bid: **November 12, 2019**
9. Target effective date for term of award: **upon execution of the procurement agreement (on or about December 1, 2019) for calendar years 2020, 2021 and 2022**

10. Addendum:

In reference to the City of Franklin's September 26, 2019 Purchasing Office Solicitation No. 2020-009 for healthcare and dependent care flexible spending account administrative services, the City has been asked certain questions about the solicitation by one or more vendors who are potential bidders.

The purpose of this Addendum No. 1 is to announce the City's responses to the questions that have been asked to date.

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Please note that the submittal deadline and scheduled opening of all bids received remains unchanged and is:

October 10, 2019, 2:00 p.m. Central Time

Below are the questions asked to date and the City's responses thereto:

Q1: Would Franklin consider offering supplemental insurance benefits as a package with the spending accounts? This would allow my firm to offer the Spending Accounts and administration at no cost or fees to Franklin or your employees.

A1: The City's procurement solicitation for healthcare and dependent care flexible spending account administrative services (Solicitation No. 2020-009) does not include supplemental insurance products, the City is not soliciting bids or proposals for supplemental insurance products at this time, and the City declines to add supplemental insurance products to the products and services sought by Solicitation No. 2020-009. The City already has a contract with Symetra for voluntary group short-term disability insurance and voluntary group term life insurance. The City is not intending to offer its employees other supplemental insurance products at this time.

11. Acknowledge addendum: Bidders shall acknowledge this addendum on the Bid Submittal Form in the space to the right of the text on that form that reads, "Acknowledge any and all issued addenda to this solicitation."
12. Questions seeking to clarify or revise the procurement solicitation: Questions seeking to clarify or revise any aspect of the procurement solicitation shall be submitted by contacting:

City of Franklin Purchasing Office
Franklin City Hall, Suite 107
109 3rd Ave. South
Franklin, TN 37064
purchasing@franklinTN.gov
Tel: 615-550-6692
Fax: 615-550-0079

Such questions of a non-procedural nature shall be submitted before the deadline for optional submittal in writing of questions of a non-procedural nature seeking to clarify or revise the procurement solicitation.

Such questions of a procedural nature may be submitted either before or after the deadline for optional submittal in writing of questions of a non-procedural nature seeking to clarify or revise the procurement solicitation.

Depending upon the inquiry, the City may request that the question seeking to clarify or revise any aspect of the procurement solicitation be submitted in writing, and the City may choose to announce, typically in the form of an addendum, both the inquiry and the City's response thereto.

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13. Communication with City during procurement phase: Any questions seeking to clarify or revise any aspect of the procurement solicitation should be addressed to the City as described above. Until the procurement award has been made, suppliers / service providers shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any supplier / service provider that initiates unauthorized communication with the City during the procurement phase (that is, the period of time between when the procurement solicitation has been posted on the [Business Opportunities webpage](https://www.franklintn.gov/) of the City's website (<https://www.franklintn.gov/>) and when the procurement award has been made).