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**Sussex County**  
DELAWARE  
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February 5, 2015

TO RESPONDING ADMINISTRATORS/CARRIERS:

**RE: MEDICAL AND RX PLANS ADMINISTRATIVE SERVICES  
ONLY WITH STOP LOSS AND FULLY INSURED  
ADDENDUM NO. 1**

Gentlemen:

Enclosed please find Addendum No. 1 to the Request for Proposals package. The original Request for Proposals was dated January 2015. The inclusion of an executed Acknowledgement of Addendum No. 1 in your bid response package is mandatory for your response to be considered. The Acknowledgement of Addendum No. 1 is also enclosed herein.

Please review the addendum and respond accordingly.

Sincerely,

  
Gina A. Jennings  
Finance Director

Enclosures (1)

cc: Mr. Steve Fallon  
Ms. Karen Brewington

**ACKNOWLEDGEMENT OF ADDENDUM NO.1**

**MEDICAL AND RX PLANS ADMINISTRATIVE SERVICES  
ONLY WITH STOP LOSS AND FULLY INSURED**

**PLAN REVIEW CONSULTANT**

The Bidder acknowledges receipt of the Addendum No. 1 dated February 5, 2015 which consists of the following changes to the Request for Proposals:

- A. Under Bid Notice, Para. 3, line 5 should be revised to state "Interested parties shall submit information as specified in the information package to Sussex County Human Resources Department, Attn: Karen Brewington, 2 The Circle, P.O. Box 589, Georgetown, DE 19947, before 3:30 PM EST on **February 17, 2015**. Late bids will not be accepted."*
- B. Under Delivery and Opening of Proposals line 1 should be revised to state "It is required that eight (8) complete proposals be received no later than **February 17, 2015** at 3:30 PM."*
- C. Under Proposed Evaluation and Selection Schedule Receipt of proposal responses should be revised to state "**February 17<sup>th</sup>, 2015**"*

**RESPECTFULLY ACKNOWLEDGED:**

FIRM: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Note: This form must be executed and included in your bid response package.**