	<b>SOLICITATION ADDENDUM</b>	<b>CITY OF PHOENIX</b> Human Resources Dept. 251 W. Washington Street 7th Floor Phoenix, AZ 85003 Phone: (602) 206-5081
	Solicitation Number: RFP HR 20-014    Addendum #1    Page 1 of 2  Solicitation Due Date: December 3, 2021, 2:00 p.m. Local AZ Time	

**Non-Medicare Retiree Medical Health Plans**

**CHANGE**

1. **CHANGE** all solicitation sections with references to **SUBMITTAL OF LIST OF EXCEPTIONS** due date from November 16, 2021 by 2:00 p.m. to **NOVEMBER 29, 2021 by 2:00 p.m.** local Phoenix time.

**The following sections are amended to reflect this change:**


**A. Solicitation Cover Page, Schedule of Events.**

**Schedule of Events**

ACTIVITY (All times are local Phoenix time)	DATE
Solicitation Issue Date	October 28, 2021
Pre-Proposal Meeting	November 9, 2021 1:00 p.m. via Cisco Webex
Submittal of Written Questions	November 12, 2021 due by 2:00 p.m.
Submittal of List of Exceptions by 2:00 pm	<b>November 29, 2021</b>
Responses to Written Questions	November 19, 2021
Email Procurement Officer indicating intent to submit an Offer	November 29, 2021 by 2:00 p.m.
<b>Offer Submittal Due Date</b>	December 3, 2021 by 2:00 p.m.
Short Listing and Offeror Interviews, if applicable	Week of January 24, 2022
Award Recommendation to Phoenix City Council	March 2022

**B. Section I – Instructions, 8.1 Exceptions (Pgs 3-4)**

- 8.1** If an Offeror has any exceptions to any terms, conditions or material requirements of this Solicitation including without limitation to the Professional Services Agreement, the Scope of Work and attachment documents, the Offeror must include a list of all exceptions to the requirements of the Solicitation, if any, stated on a separate page labeled “Exceptions Statement” to [Margie.Vasquez@phoenix.gov](mailto:Margie.Vasquez@phoenix.gov) by **November 29, 2021 by 2:00 pm Arizona time**. Offeror must identify the reason for the requested change, provide alternate language and provide an explanation. If Offeror’s Submittal does not include a separate Exceptions Statement identifying all specific exceptions, the exceptions will be deemed waived by the Offeror.

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**C. Section IV – Submittals, 3. Exceptions (Pg 95)**

**Submission of all Exceptions due by November 29, 2021.**

Offerors must agree in the entirety to all items outlined in the Solicitation document. All deviations must be noted per the requirements as identified in Section I, Paragraph 8 Exceptions.

The balance of the specifications and instructions remain the same. Offer must acknowledge receipt and acceptance of this addendum by returning the <u>entire</u> addendum with the bid or proposal submittal.	
Name of Company:	_____
Address:	_____
Authorized Signature:	_____
Print Name and Title:	_____