



SAN FRANCISCO HEALTH SERVICE SYSTEM

Affordable, Quality Benefits & Well-Being

ADDENDUM NO. 5

RFP for Life and Disability Benefits Request For Proposal (RFPQHSS2024.B1)

April 18, 2025

REQUEST FOR PROPOSALS FOR

Life and Disability Benefits for the San Francisco Health Service System (RFPQHSS2024.B1)

**CONTACT: michael.visconti@sfgov.org; cc: anne.thompson2@aon.com &
patrick.chang@sfgov.org, cc:**

This Addendum is being issued to modify the requirements in the above-referenced Request for Proposals (RFP).

Please review the terms of the RFP and this Addendum carefully. If there are any inconsistencies between the RFP (issued December 3, 2024) and the terms of this Addendum No. 5, then the terms of this Addendum No. 5 shall prevail.

Section references below are to the RFP and are provided for convenience of reference only.

A. Modifications to the RFP

1. Submission of Proposals (RFP Section 3.3).

RFP Section 3.3. (Submission of Proposals) has been **amended** to read as follows:

3.3 SUBMISSION OF PROPOSALS

Proposals [Questionnaire and Implementation Plan] must be received no later than **Monday, March 10, 2025 at 12:00 PM (PT)** (“**Deadline for Proposals**”) via email to michael.visconti@sfgov.org, cc: patrick.chang@sfgov.org.

Submission of a Proposal shall be considered an electronic signature of the person authorized to obligate your company to the scope, terms, specifications, and pricing contained in the Proposal (RFP Section 3.1 "Authorized Representative").

- The Questionnaire must be in Microsoft Excel format (.xlsx).
- Implementation Plan¹

Late submissions will not be considered.

No supplemental bid, revised financial proposal and/or Best and Final Offer (BAFO) will be considered by SFHSS or the RFP Evaluation Panel from any Respondent.

SFHSS recommends emailing your proposal at least two (2) hours prior to the deadline and/or sending a second email requesting confirmation of receipt without any attachments.

Note to Respondents: electronic submissions which exceed 20MB will be rejected by City email servers. If your submission is close to or may exceed 20MB, notify Michael Visconti michael.visconti@sfgov.org, cc: patrick.chang@sfgov.org by or before 8:00 AM (PT) on Friday, March 7, 2025. Upon timely notification, SFHSS will provide an alternative submission method.

¹ Questionnaire tab 'Life_Di General Questions, cell B96: "Confirm that you have submitted an implementation plan containing schedule, lead, roles and responsibilities and key requirements and milestones."

B. Questions & Answers

- 1. May Respondents deliver a Best and Final Offer (BAFO) during their oral interview?**

SFHSS Response:

No, SFHSS will not accept any supplemental bid, revised financial proposal and/or Best and Final Offer (BAFO) and no BAFO should be presented to SFHSS or the RFP Evaluation Panel at the oral interview.

The remainder of this page intentionally left blank.