COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

DEPARTMENT OF FINANCE
CECELIA H. STOWE, CPPO, C.P.M.
PURCHASING DIRECTOR

RFP #18-1670-5CHS

May 30, 2018

REQUEST FOR PROPOSAL
GROUP SHORT-TERM AND LONG-TERM DISABILITY PROGRAM FOR VRS HYBRID PLAN PARTICIPANTS
COUNTY OF HENRICO GOVERNMENT AND PUBLIC SCHOOLS

Your firm is invited to submit a proposal for short-term and long-term disability plans comparable to the Virginia Local Disability Program (VLDP) for Virginia Retirement System (VRS) Hybrid Retirement Plan participants effective January 1, 2019. Proposals are being requested in accordance with the enclosed specifications. The submittal, **consisting of the original proposal**, **8 additional copies**, **and two (2) electronic copies on USB/Flash drive device and one (1) redacted hard copy (if applicable)**, **A Proposal for Group Short-term and Long-term Disability Program for Hybrid Plan Participants"**, will be received no later than **3:00 p.m., June 29, 2018, by:**

IN PERSON OR SPECIAL COURIER		U.S. POSTAL SERVICE
County of Henrico		County of Henrico
Department of Finance		Department of Finance
Purchasing Division	**OR**	**Purchasing Division**
8600 Staples Mill Road - NEW LOCATION		**P O Box 90775**
Henrico, Virginia 23228		Henrico, Virginia 23273-0775

Electronic copies of the RFP and Attachments may be obtained by contacting: Claire Harlin at USI by email at: Claire.harlin@usi.com

Time is of the essence and any proposal received after **3:00 p.m., June 29, 2018,** whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock stamp in the Purchasing Division, Department of Finance. Proposals shall be placed in a sealed, opaque envelope, marked in the lower left-hand corner with the RFP number, title, date and hour proposals are scheduled to be received. Offerors are responsible for insuring that their proposal is stamped by Purchasing Division personnel by the deadline indicated.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County of Henrico reserves the right to accept or reject any or all proposals submitted.

The awarding authority for this contract is County of Henrico Board of Supervisors.

All questions concerning this Request for Proposal shall be submitted electronically **no later than 5:00 p.m., June 11, 2018** to Cecelia Stowe, Purchasing Director for the County of Henrico, at sto05@co.henrico.va.us. Questions will be answered in writing and will be distributed to all firms that received the RFP.

If it becomes necessary to revise any part of this request or if additional data are necessary to enable an exact interpretation of provisions of this request, an addendum will be issued. Offerors will be required to acknowledge receipt of all addenda, but it is the responsibility of each Offeror to ensure that it has received all addenda prior to submitting a proposal.

Very truly yours,

Cecelia H. Stowe, CPPO, C.P.M.
Purchasing Director
Sto05@henrico.us
804-501-5685