



Finance Department
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)
Specification No. 20-11404-C
FOR
THIRD-PARTY ADMINISTRATOR FOR COMMUTE BENEFITS**

PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

**ADDENDUM "A"
August 24, 2020**

Dear Proposer:

This is an update to the posted solicitation.

Proposals/bids must be received no later than 2:00 pm, on September 15, 2020. Proposals are to be sent via email with the "**THIRD-PARTY ADMINISTRATOR FOR COMMUTE BENEFITS**" and **Specification No. 20-11404-C** clearly indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding pricing proposal shall be submitted as a separate document. **Email Proposals to:**

City of Berkeley
Finance Department/General Services Division
purchasing@cityofberkeley.info

Proposals/bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Darryl Sweet
General Services Manager

Addendum “A”

Questions and Answers for Specification No. 20-11404-C THIRD-PARTY ADMINISTRATOR FOR COMMUTE BENEFITS

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 20-11404-C, THIRD-PARTY ADMINISTRATOR FOR COMMUTE BENEFITS**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. What Effective Date is the City looking for? The RFP states in the ‘Scope of Services’ the proposed contract will begin July 1, 2020. However, the RFP due date is September 15th, 2020. Please advise.
 1. A. Scope of Services - Contract effective date should be November 1, 2020, not July 1, 2020 as shown.

Except as provided herein all other terms and conditions remain unchanged.