



El Paso County
Contracts and Procurement Division
15 East Vermijo Avenue
Colorado Springs, Colorado 80903
Request for Proposal RFP 22-040
Addendum #2 – March,28, 2022

**THIS ADDENDUM SHALL BECOME A PART OF THE SOLICITATION
AND MUST BE ACKNOWLEDGED**

Request for Proposal RFP# 22-040 – Insurance Brokerage Services - dated March 16, 2022

CLARIFICATIONS:

Correction of date on Coversheet to match date that responses will be received until in body of solicitation on page 9, as well as the closing date in bidnet, of April 20, 2022.

El Paso County will only accept electronic bid proposals submitted through the Rocky Mountain E-Purchasing system. A Submittal Log will be posted after the County has had an opportunity to review and verify the submittals offered to the County.

The original Offer must be received before the due date and time through electronic package through the Rocky Mountain E-Purchasing system. The Vendor is responsible for ensuring their proposal is posted by the due date and time outlined in the solicitation document.

If the submittal arrives late, it will not be included in the electronic lockbox.

ADMINISTRATION:

- The question period has expired
- Responses should follow the Response Format on pages 19-20 and include all responses to all mandatory requirements.
- We will be verifying submittals include the following:
 - Submittal properly acknowledged (Cover Sheet)
 - Addendum acknowledged
 - Required Documentation
 - Evaluation Criteria Documentation
 - Submission Form
 - Completed W9
 - Warranty

If a submittal is missing any of the above-mentioned documentation the submittal may be returned to the vendor as non-responsive and be deemed ineligible to participate.