



# ROANOKE COUNTY

**FINANCE AND MANAGEMENT SERVICES DEPARTMENT  
PURCHASING DIVISION**

**ADDENDUM # 1**

**FOR**

**RFP # 2021-061**

**Flexible Spending Account Administration and Health Reimbursement Account (HRA)  
Administration for the Roanoke County, Roanoke County Public Schools, and WVRJA**

**OPENING DATE: February 8, 2021**

**OPENING TIME: 2:00 P.M.**

DATE of RFP: January 26, 2021

This **Addendum # 1** will be used to answer any questions received thus far as well as provide clarification on the due date.

**Due Date Clarification:**

The original RFP document listed 2 due dates listed in separate locations in the document. The correct Due Date for this Project is February 8, 2021 at 2:00 PM.

**DUE DATE AND TIME:**  
**OPENING DATE: February 8, 2021**  
**OPENING TIME: 2:00 P.M.**

**QUESTION(S):**

1. Could you confirm the due date please? One place shows 2-8-2021 and another shows 2-15-2021
  - a. **The original RFP document listed 2 due dates listed in separate locations in the document. The correct Due Date for this Project is February 8, 2021 at 2:00 PM.**
2. Are there more documents other than the one PDF on the website?
  - a. **Currently Only the Project Solicitation Document and this Addendum # 1. More may come via Addendum and will be posted on the project web page. Sign up for notify me and you will receive these email updates.**
3. Can we get those documents in Word format?
  - a. **No, we only offer these in PDF as to protect our documents.**
4. Given COVID – are you still wanting hard copies or is electronic only sufficient?
  - a. **Yes, we still need the hard copies as described in the Solicitation Document, these can be delivered via Fedex or UPS so this should not cause any issues with having to show up in person due to the pandemic.**
5. Do you anticipate extending the bid due date?
  - a. **No, there are currently no plans to extend the due date. If at any point this changes an Addendum will be posted reflecting any changes.**
6. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?
  - a. **There are no additional details to share beyond what is listed in the solicitation document.**
7. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com/free](http://www.mygovwatch.com/free)?
  - a. **No, the RFP was only posted on the Roanoke County Web page, this is the only official source for this solicitation. All updates will be posted on this**

page: - <https://www.roanokecountyva.gov/bids.aspx?bidID=1052> Any potential offeror is responsible to ensure they have any and all information posted here.

8. Other than your own website, where was this bid posted?
  - a. **Nowhere, this RFP was only posted on the Roanoke County Web Page. A notification of this project was also posted as required via the local News Paper, The Roanoke Times located here in Roanoke Virginia.**
9. Can we submit the proposals via email?
  - a. **No, this cannot be submitted via email. We still require the hard copies as well as the digital copies requested as described in the original Solicitation Document. It is recommended that these be delivered via Fedex or UPS to help ensure delivery. Any items received beyond the 2:00:00 deadline, regardless of the reason, will not be considered. Please make sure your proposals are received before this deadline.**

\*\*\*REQUIRED\*\*\*

**ADDENDUM # 1**

\*\*\*Sign and return with your bid package\*\*\*

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Sign Name:

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Print Name:

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Date:

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Company

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