

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Scott Muri, Ed.D, Superintendent of Schools

PURCHASING DEPARTMENT

1031 Witte Road, Bldg. T1-A, Houston, Texas 77055-6016

Phone: (713) 251-1100 FAX: (713) 251-1115

BARBARA A. ROBILLARD

Director of Purchasing

NOTICE TO BIDDERS

ADDENDUM TO REQUEST FOR SEALED PROPOSAL

DATE: 2/1/2018

This Addendum forms a part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Bid entitled: ANNUAL CONTRACT FOR VOLUNTARY GROUP DENTAL INSURANCE

Bid Number: _____ 12325 _____

Bid Opening Date & Time: _____ FEBRUARY 8, 2018 @ 1:30 P.M. _____

ADDENDUM NO. _____ 3 _____

Please make the following additions, revisions, and/or deletions to the Bid Document:

The bidder shall acknowledge receipt of this addendum in his bid form.

See Questions and Answers Below

**ADDENDUM NO. 3, PROPOSAL #12325
QUESTIONS AND ANSWERS**

Question #1: Regarding the mailing envelope requirements between the information given in the “Notice to Proposers” and the “Instructions to Proposers”, can SBISD clarify what information should be on the envelopes within the box versus the label on the outside of the box?

Answer #1: Per page #5 on the proposal under “Instructions To Proposers” Vendor’s response to this Request for Proposal must be SEALED and properly labeled on the OUTSIDE of the envelope as follows:

**Director of Purchasing
Spring Branch Independent School District
1031 Witte Road, Building T-1A
Houston, Texas 77055-6016
Sealed Proposal for:
ANNUAL CONTRACT FOR VOLUNTARY GROUP DENTAL INSURANCE
Do Not Open until FEBRUARY 8, 2018 @ 1:30 P.M.**

Also the Proposer shall provide their full company name and address on the envelope.

Question #2: Can SBISD clarify if vendors should complete the “Certificate of Interested Parties” form online as well as include a hard copy with our response? Please clarify.

Answer #2: The Certificate of Interested Party” form needs to be completed online and vendors should print a copy and include the form with their proposal.

Question #3: Can SBISD provide a recent Dental PPO In Network Savings and Utilization report?

Answer #3: Not available. The Top 50 provider report has been provided.

END OF ADDENDUM NO.3