



## Purchasing

**DATE:** August 3, 2020

**TO:** Firms who have submitted an "Intent to Propose" letter; RFP LP1920-01, Third-Party Administrator, Workers Comp.

**FROM:** Renton School District #403 – Business Services Department/Purchasing  
Lisa Palmer, Purchasing Manager.

**RE:** **Addendum #3:** Schedule update

Thank you for your interest in participating in the Third-Party Administration, Workers Comp formal solicitation process. It is in the best interest of the District to adjust the original scheduled date for firm interviews and Board approval. The Board meeting to submit the District's recommendation for award has been adjusted to August 26, 2020. The anticipated start date has been updated to September 1, 2020.

Firms will be contacted this week, August 3<sup>rd</sup> through August 7<sup>th</sup> to schedule interviews via Zoom. An email notifying selected firms will precede the zoom invitation.

<b>SECTION III - SCHEDULE OF EVENTS</b>	
<b>The schedule of events may be subject to change.</b>	
<b>Event</b>	<b>Date</b>
RFP Release and Publications	June 11 and 15, 2020
"Intent to Submit Proposal" Letter - Due Date	Monday, June 22, 2020; Midnight
Question Submittal - Due Date	Monday, June 29, 2020
Response to Questions (To be e-mailed)	Wednesday, July 1, 2020
Proposal Submittal Due Date	Monday, July 13, 2020, 2:00:00pm (PST) Kohlwes Education Center (KEC) 300 SW 7 <sup>th</sup> Street Renton, Washington 98057 Room 125
<b>Evaluations, Interviews &amp; Recommendation Period</b>	July 20, 2020 – July 30, 2020 August 10, 2020 – August 18, 2020
<b>Board Approval</b>	Wednesday, August 12, 2020 Wednesday, August 26, 2020
<b>Commencement of Service</b>	August 17, 2020 September 1, 2020