



## Department of Purchasing

100 N. Main Street, 2<sup>nd</sup> Floor  
Suffolk, VA 23434  
(757) 925-6762

May 29, 2020

To All Interested Parties:

**Subject: Addendum #2  
Insurance/Benefit Consulting Services**

Please note the following clarifications received regarding the above Request for Proposals. All available information has been provided.

**Clarification 1:** Proposers that carry a brokering license may also propose on the RFP but it will be incumbent upon the proposers to provide insurance consulting only and not be able to broker products for fees. It is our intent to hire a consultant net of commissions. All programs under the consulting agreement cannot be paid with commissions.

**Clarification 2:** As the RFP closes on Tuesday, June 2, 2020 on or before 2:00, Suffolk Public Schools will allow proposers to turn in the RFP in person on that day between 1:00-2:00 PM at 100 North Main Street, Suffolk VA 23434

Addendum 2 Acknowledged:

\_\_\_\_\_ Date \_\_\_\_\_

Sent by:

Anthony W. Hinds, CPPB  
Purchasing Manager