

**MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT**  
**REQUEST FOR PROPOSAL (RFP) TITLE: VOLUNTARY GROUP LEGAL, PET INSURANCE AND FAMILY CARE BENEFIT**  
**PROGRAMS**  
**RFP NUMBER: E925-009**  
**RFP CLOSING DATE AND TIME: June 10, 2025 @ 3:00 PM**



**ADDENDUM #1**  
Issued: May 15, 2025

**PURPOSE OF ADDENDUM:**

- Replace section 2.3 (General Proposal Conditions & Requirements) - **Funding**, with the following:

“Montgomery College’s current group legal plan and the proposed **group legal, pet insurance and Family Care** programs will be funded under a fully-insured arrangement/s. Quote based on the same (or similar) terms.”

- Replace section 7.2.2 with the following:

Include in Technical Proposal the following:

- Transmittal Letter
- Statement of Qualifications & Experience
- Detailed list of all offered services
- Completed Questionnaire (Attachment A)
- Deviations Form (Attachment B)
- **Cost Exhibits, Plan Deviations and Provider Access (Attachment C) – Excel Exhibits**
- Reference Form (Attachment D)
- Conflict of Interest Statement (Attachment E)
- Non-Debarment Acknowledgement (Attachment F)
- Completed Contractor Information Form (Attachment G)
- Subcontractor Listing (if applicable)
- Acknowledgement of Receipt of Addenda (if applicable)

**All other specifications, terms and conditions remain unchanged.**

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

**Patrick Johnson, MBA**  
Director of Procurement

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**ADDENDUM #1 - continued**

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. If proposal has already been submitted, acknowledgement should be submitted separately. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

**NOTE:** All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Standard Time (EST) on **June 10, 2025**.

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time: [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu). **No responses will be accepted after this date and time.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Signature