

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 #3**  
Issued: May 28, 2025

**PURPOSE OF ADDENDUM:**

- To provide answers to all vendor questions received by the May 21, 2025 question submittal deadline.

**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

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

**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 #3 – continued**

<b>Vendor Question</b>	<b>Montgomery College Answer</b>
Does Montgomery College have a preferred excel template that we should use when completing the information requested for Attachment C - Cost Exhibits, Plan Deviations and Provider Access? If so, can you send it to me? I was unable to locate an excel document when downloading this RFP.	The Excel document (Attachment C) was emailed to all vendors of record on Tuesday, May 27 <sup>th</sup> , under RFP addendum #2.
Will Montgomery College provide us with a zip code census of all eligible employees so we can include results for provider access in Attachment C (excel file)?	Zip code census is included in the Excel document referenced in above answer.

**\*\*\*\*\*END OF QUESTIONS & ANSWERS\*\*\*\*\***