

Addendum #2
East Tennessee State University
Broker Services for Medical Resident Insurance(s)
RFP 6883

TO: All Proposers

FROM: Katherine Little Zink

RE: Request for Proposal #6883

Broker Services for Medical Resident Insurances(s)

DATE: February 28, 2024

This Addendum #1, dated February 28, 2024 is issued as supplemental information and is hereby made part of the final RFP documents.

Institution's modification to RFP #6883 Broker Services for Medical Resident Insurance(s)
Schedule of Events:

2 RFP SCHEDULE OF EVENTS

The following Schedule of Events represents the Institution's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events will be between 8:00 a.m. and 4:30 p.m., EST.

RFP SCHEDULE OF EVENTS		
NOTICE: The Institution reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. The Institution will communicate any adjustment to the Schedule of Events to the potential Proposers from whom the Institution has received a Notice of Intent to Propose.		
EVENT	TIME	DATE (all dates are Institution business days)
1. Institution Issues RFP		January 08, 2024
2. Disability Accommodation Request Deadline	4:30pm EST	January 12, 2024
3. Pre-Proposal Comments/Written Questions Deadline	2:00pm EST	January 19, 2024
4. Institution Responds to all Comments/Questions	4:30pm EST	January 25, 2024
5. Notice of Intent to Propose (use response form, pg. 2)		January 30, 2024
6. Proposal Deadline / Opening	2:00pm EST	February 13, 2024
7. Institution Completes Technical Proposal Evaluations		February 23, 2024
8. Institution Opens Cost Proposals and Calculates Scores		March 5, 2024
9. Institution Issues Intent to Award Letter and Opens RFP Files for Public Inspection		March 8, 2024
10. Award of Contract		March 22, 2024
11. Contract Effective Date		June 17, 2024

End of Addendum #2.