



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

**REQUEST FOR PROPOSAL 5874
AMENDMENT 2**

DELIVERY INSTRUCTIONS

For USPS/FedEx/UPS, etc.
Proposals must be mailed to:
Purchasing Department
Southeast Missouri State University
One University Plaza, Mail Stop 3280
Cape Girardeau, MO 63701

OR delivered by offeror to:
Purchasing Department
Academic Hall Room 200F
Normal Avenue
Cape Girardeau, MO 63701

TITLE: LIFE, VOLUNTARY LIFE, AD&D, AND LTD INSURANCE

DATE: AUGUST 8, 2017

BUYER: LYNDA SEABAUGH
ASSISTANT CONTROLLER

EMAIL: lseabaugh@semo.edu

PHONE: (573) 651-2076

PROPOSAL MUST BE RECEIVED NO LATER THAN:

DATE: AUGUST 17, 2017

TIME: 3:30 P.M.

MUST BE SIGNED TO BE VALID

The offeror hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal.

AUTHORIZED SIGNATURE		PRINTED NAME/TITLE	
COMPANY NAME			CURRENT DATE
MAILING ADDRESS			TELEPHONE NUMBER/EXT.
CITY	STATE	ZIP CODE	
CONTACT PERSON	CONTACT PERSON EMAIL ADDRESS	FACSIMILE NUMBER	
DELIVERY DATE: _____ DAYS ARO, FOB DESTINATION		PROMPT PAYMENT TERMS: _____% _____ DAYS NET _____ DAYS	
NOTICE OF AWARD (SOUTHEAST MISSOURI STATE UNIVERSITY USE ONLY)			
AUTHORIZED SIGNATURE FOR SOUTHEAST MISSOURI STATE UNIVERSITY			DATE

**SOUTHEAST MISSOURI STATE UNIVERSITY
LIFE, VOLUNTARY LIFE, AD&D, AND LTD INSURANCE
REQUEST FOR PROPOSAL 5874**

AMENDMENT #2

The offeror is hereby notified that Request for Proposal 5874 is clarified as follows:

1. Experience & Reserves

Please contact Lynda Seabaugh, Assistant Controller, via email at lseabaugh@semo.edu to request this information.

2. Basic and Voluntary Life - Waiver of Premium report for claims period received.

Please contact Lynda Seabaugh, Assistant Controller, via email at lseabaugh@semo.edu to request this information.

3. The University has a unique set up and there is no mention of these in the RFP. Please review and let us know if this will remain the same going forward at 1/1/18.

- **10 pay and 12 pay employees**
Yes, this will remain in place.
- **Custom reduction schedule (below)**
Yes, we will keep the reduction schedule in place.

4. I did notice that the census does not include LTD. Do you have an updated census that you can send us showing LTD? In addition to the experience, do you have a current invoice or billing statement you can provide?

Please contact Lynda Seabaugh, Assistant Controller, via email at lseabaugh@semo.edu to request the LTD census information. Experience and billing statements are not available.

5. The RFP closing date has been extended until Thursday, August 17, 2017, at 3:30 p.m.

All other terms and conditions of Request for Proposal 5874 remain the same.

If you have any questions regarding this information, please contact the Purchasing Department at 573-651-2076.

To acknowledge receipt of this amendment, the offeror should complete, sign, and return with the proposal response.