



**TO:** Prospective Offerors

**FROM:** Jamie Carter  
Procurement Manager

**DATE:** April 18, 2019

**SUBJECT:** Addendum # 1 RFP #05092019-1400  
  
Short and Long Term Disability Coverage for Legacy Employees

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This Addendum #1 to the subject RFP, is issued to **include Hybrid Employees to the Scope of Work for Services** as well as additional information which will be included in the RFP via this Addendum #1. The VRS Hybrid Retirement Program requires all localities and school systems to offer benefits that are equal to or greater to the benefits outlined in the Code of Virginia, [Chapter 11.1 of Title 51.1 of the Code of Virginia \(www.varetire.org/pdf/publications/cov-title-51.1-chapter-11.1.pdf\)](http://www.varetire.org/pdf/publications/cov-title-51.1-chapter-11.1.pdf).

Spotsylvania County Schools will herein be referred to as "SBCS".

**The Scope of Services, Section 5.0, shall also include the following services and conditions for Hybrid Employees:**

**Short and Long Term Disability are currently administered by The Standard for both Legacy and Hybrid Employees. Beyond the scope of services in the RFP for Legacy employees, SBCS shall also require/sponsor short and long term disability benefits for employees who are members of the Virginia Retirement System (VRS) Hybrid Disability Plan. The VRS Hybrid Disability Plan does not offer disability retirement benefits. Instead, a disability program (commonly referred to as the Hybrid Disability Program), is provided for VRS Hybrid Retirement Plan members and is fully paid for by SBCS in accordance with state law.**

**Coverage is provided for employees who are members of the VRS Hybrid Retirement Plan. See [www.varetire.org](http://www.varetire.org) for more information. New hires in the VRS Hybrid Retirement Plan, are automatically enrolled for coverage under the Hybrid Disability Program effective upon date of hire. However, employees must be a member of the VRS Hybrid Retirement Plan for one (1) year before becoming eligible for STD benefits that are not work related. For work related disabilities, enrolled employees are covered on their date of hire. LTD benefits may begin after the maximum STD benefits have been received.**

**In addition, the Minimum Services listed in Section A. shall apply to Hybrid Employees as well. The requested program is intended to be provided to employees who are also covered under the Hybrid Retirement Plan (primarily employees hired after January 1, 2014).**

**SBCS realizes that the proposed pricing/rates for Legacy v/s Hybrid employees may vary.**

**The following will be added to 5.0, Section D:**

**Fully insured arrangements: Premiums should also be provided as a percentage of Hybrid covered payroll (per 100) separate from Legacy covered payroll.**

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Please acknowledge receipt and acceptance of this Addendum #1 and Attachments by completing the section below and return with your proposal.

\_\_\_\_\_  
Signature of Authorized Bidder

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

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

Addendum # \_\_\_\_