

Addendum 4:

PROPOSAL SUBMITTAL & REQUIREMENTS

Proposals shall include all of the information solicited in this RFP, and any additional data that the Proposer deems pertinent to the understanding and evaluation of the proposal. The Proposer should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited.

In conjunction with other material and information requested in the RFP, all Proposers responding to this solicitation shall provide one (1) original, three (3) identical paper copies, and one (1) electronic copy on USB and all attachments of the following in 8 1/2" by 11" format, clearly legible, tabbed and individually bound in the following order:

2.5. Proposal Due Date

Proposer's response to this RFP shall be prepared in accordance with Section 3.0, Proposal Response Format. Proposals must be received by SBLC's authorized representative in SBLC's Personnel Department located at 480 Marshburn Drive, Bronson, FL 32621, **no later than the date and time shown in Section 2.2, according to the time stamp located in SBLC's Personnel Department.** Proposals or amendments to proposals that arrive after the date and time shown in Section 2.2 will not be accepted or considered for any reason whatsoever. Telephone, including facsimile and electronic mail proposals shall not be accepted at any time. **At the date and time shown in Section 2.2, all timely proposals will be opened for the sole purpose of recording the names only of the Proposers submitting written proposals.**

If the Proposer elects to mail in its proposal package, the Proposer must allow sufficient time to ensure SBLC's proper receipt of the proposal package by the time specified above. Regardless of the delivery method, it is the responsibility of the Proposer to ensure that the proposal package arrives at SBLC's Personnel Department by the proposal opening date and time specified above. It is highly recommended to use delivery confirmation when mailing packages.

Sealed proposals will be accepted up to, and no proposals may be withdrawn after, the deadline for proposal submission time and date shown above.

The Proposer must submit one (1) original and three (3) copies, as well as one electronic copy (flash drive or CD). Only one copy needs to contain original signatures of the Proposer's authorized representatives on the document titled Request for Proposal - Require Response Form. **The submittal containing original signature must be clearly marked "Original".** The proposal must be submitted in a sealed envelope or box, marked RFP # 18-01: Medical Self-Insured.