



## ***Richmond Ambulance Authority***

2400 Hermitage Road  
Richmond, VA 23220-1200

### **ADDENDUM #1 TO SOLICITATION NUMBER: 25-01 REQUEST FOR PROPOSALS (RFP) FOR FULLY-INSURED HEALTH, DENTAL, VISION, EAP, LIFE AND DISABILITY COVERAGE**

#### **Notice to all potential offerors:**

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP document issued on October 27, 2025 remains in full force and effect except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal. The Proposal submittal deadline remains the same and is not changed by this Addendum.

**Pages 6-9: Proposal Preparation and Submission:** Instructions for submission found in the RFP remain in full effect and must be followed for consideration. **Revision:** Pursuant to Virginia Code § 2.2-4303, offerors are also required to submit proposals through the Virginia statewide electronic procurement system, known as eVA. **Electronic sealed proposals will be received until the closing date and time provided in the solicitation.**

Prior to the due date, Offerors should:

- Check the status of the solicitation on eVA at [www.eva.virginia.gov](http://www.eva.virginia.gov) by clicking on Business Opportunities and then click on Virginia Business Opportunities (VBO) for any updates, changes, amendments, cancellations, etc.;
- Check the Solicitation in VBO for all attachments and documents to be completed and submitted; and
- Complete all attachments, amendments, exhibits, product information, etc. and attach electronically to the Offeror's electronic submission.

Offerors are solely responsible for reviewing, complying, and returning a complete and responsive proposal. Failure to submit any of the required information may result in the proposal receiving a lower evaluation score. Changes to the solicitation's forms or formats are prohibited except where clearly instructed and permitted.

#### **Proposal Submission:**

Electronic proposal submission with required documents attached is required. **Offerors must be registered in eVA in order to submit an electronic proposal.** Offerors must submit one (1) complete copy of the proposal and all required documents and/or attachments.

The following are instructions for submitting an electronic proposal:

- a. Go to [www.eva.virginia.gov](http://www.eva.virginia.gov);
- b. Click on "I Sell To Virginia";
- c. Click on "eVA Supplier Training"; and
- d. Click on "Viewing and Responding to Solicitations Video".

**Note:** Offerors need to ensure that they submit their electronic response to the latest version of the solicitation.

If an Offeror needs assistance submitting an electronic response, the Offeror must contact eVA Customer Care at 866-289-7367 or email [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov).