



REQUEST FOR PROPOSALS - ADDENDUM #1

ISSUE DATE: April 25, 2025

ISSUE TITLE: Commercial Insurance Brokerage Services – Addendum #1

ISSUING AGENCY: Northwestern Community Services Board
209 W. Criser Road, Suite 300
Front Royal, VA 22630

Please find below the answers to all questions submitted to the Purchasing Agent prior to the deadline provided in the RFP.

Q1: As your leadership team contemplates your needs over the next several years, are there any services or resources you anticipate needing that are currently unavailable?

A: At this time, we do not anticipate any immediate needs beyond the services and resources currently outlined. However, as our organization continues to grow and evolve strategically over the coming years, we remain open to exploring additional solutions that can support emerging risk management, compliance, and insurance needs.

Q2: Are there any qualifications or areas outlined in the scope of services that are more essential to support the internal risk management and insurance skills of your current leadership team?

A: At this time, the qualifications and scope of services outlined are well aligned with the needs of our leadership team. We do not identify any additional qualifications or service areas as essential beyond those already defined.

Q3: Are there any aspects of your current broker relationship that you would like to improve?

A: At present, we are very satisfied with the services provided by our current broker, and we do not have any specific areas for improvement at this time.

A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and time or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Thank you,

A handwritten signature in black ink that reads "Bonnie Mihill".

Bonnie Mihill
Purchasing Agent
Office (540) 636-4250, Ext. 2247

Name of Firm

Signature/Title

Date